BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

AIR MOBILITY COMMAND INSTRUCTION
21-104

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Maintenance

AIRCRAFT MAINTENANCE TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the aircraft maintenance training program for all Air Mobility Command (AMC) activities including Air Force Reserve Command (AFRC) units. This publication does not apply to the Air National Guard. It implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance.* It was written with Air Force quality principles in mind and to allow flexibility for each unit and provide minimum guidance from higher headquarters.

SUMMARY OF REVISIONS

This interim change (IC) 00-1 implements the LTF and MQTP Instructor of the Year Award. A "|" indicates revised material since the last edition.

Chapter 1

GENERAL

1.1. Objective. The objective of the AMC maintenance training program is to provide a structured road map for initial, recurring, and advanced training requirements to ensure aircraft maintenance personnel can effectively perform their jobs. Training programs will be in accordance with (IAW) all Air Force directives that govern training programs.

1.2. Purpose. The purpose of the maintenance training program is to provide a standardized training approach to ensure personnel are qualified to accomplish the mission of the unit. The importance of training and human resource development cannot be overstated. The long-range impact of not training is the inability to accomplish wartime and peacetime taskings. All maintenance personnel must receive training relative to their Air Force specialty code (AFSC) and specific job assignment.

1.3. Training Capability. Training requirements may be satisfied through Air Education and Training Command (AETC) resident courses, Mobile Training Team (MTT), Training Detachment (TD), Air Force Institute of Technology (AFIT), Career Development Course (CDC), Air Force Engineering and Technical Services (AFETS), Maintenance Qualification Training Program (MQTP), Distance Learning Center (DLC), Air Mobility Warfare Center (AMWC), Regional Training Centers (RTC), civilian institutions, or any combination thereof. Formal structured training is the preferred method to develop maintenance skills.

1.4. Waivers and Supplements to this Instruction. Innovative management practices are encouraged; however, for active duty AMC units, HQ AMC/LGQ must approve deviations from published maintenance training procedures. Waivers concerning active duty must be requested in writing to HQ AMC/LGQ through HQ AMC/LGQRT, for AFRC submit to HQ AFRC/LGQ.

1.4.1. Waivers. All requests for waivers will be in writing, will include appropriate justification, and be signed by the local LG or organizational equivalent. Requests will be forwarded to HQ AMC/LGQRT for staffing. Approved waivers will be filed with this instruction.

1.4.2. Supplements. This instruction may be supplemented to add/include unique, local procedures as determined by the LG/OG.

1.5. Air Force Reserve Command Units. Unless otherwise noted, all reports, changes, or waivers received by HQ AMC will be forwarded to HQ AFRC/LGQ through the applicable numbered Air Force (NAF).

1.6. Equivalent Commanders. Throughout this instruction, responsibilities for the LG are identified. For those units that do not align under an LG their appropriate commander is equivalent.

1.7. LTF of the Year Award. The LTF of the Year award is designed to recognize the "Best LTF in AMC". The inclusive dates for the award are 1 January – 31 December. Submission for the award is not mandatory; however, the efforts and accomplishments of the LTF personnel should not go unrecognized. The program is a two-phase process, so all LTFs will not have to submit all requirements initially required for this award. The first phase is designed for all LTFs to submit an AF Form 1206, **Nomination for**

Award, to HQ AMC/LGQRT (NLT 31 January). The AF Form 1206 will be reviewed by a panel of four AMC/LG CMSgts and scored using a point system. Three nominees will be selected and notified by phone (NLT 15 February), followed with a message to all LTFs announcing the three nominees. The second phase is the selection of the "Best LTF in AMC" which is based on the three nomination packages. The three nominees will mail their nomination packages to HQ AMC/LGQRT (NLT 31 March), then reviewed by a panel of three AMC/LG division/branch chiefs (O-5) and above. The method of selection is also based on a point system. The winner will be announced via message, and presented a rotating trophy and a permanent plaque.

1.7.1. Phase one process:

1.7.1.1. All participating LTFs will mail/e-mail an AF Form 1206 (use both sides) and cover letter signed by the LG to HQ AMC/LGQRT NLT the 31st day of January. On the AF Form 1206, provide the information, single spaced, using the following headings:

1.7.1.1.1. Achievements.

1.7.1.1.2. Innovative Management Actions.

1.7.1.1.3. Quality of Service to the Wing.

1.7.1.1.4. Training Statistics, to include AMC/DP metrics, MQTP Production Report, and Distributed Training Report.

1.7.2. Phase two process:

1.7.2.1. If selected as one of the three nominees, provide HQ AMC/LGQRT with two copies of the nomination package NLT 31 March. The package will include, but is not limited to, the following information:

1.7.2.1.1. Cover page signed by the Wing Commander (this is the first page of the package)

1.7.2.1.2. Table of Contents

1.7.2.1.3. Opening Citation: The (LTF name) has distinguished itself by providing superior maintenance training support to the (unit name) during the period 1 Jan (year) through 31 Dec (year).

1.7.2.1.4. AF Form 1206 (same AF Form 1206 submitted in paragraph **1.7.1.1.**)

1.7.2.1.5. LTF Mission

1.7.2.1.6. Key personnel assigned

1.7.2.1.7. Training accomplishments for the reporting period. Subjects that may be included, but not limited to, are conversions, activations, foreign military sales training, etc.

1.7.2.1.8. Innovative management actions. Unique actions taken within the unit to improve mission capability, work environment, and support to personnel. Items that may be included are self-help programs, awards/incentive programs, training programs, community projects, etc. Pictures may be included for those unique functions or improvements showing initiative.

1.7.2.1.9. Color photographs showing personnel, representations of outside/inside areas of all training facilities, and other information pertinent to support nomination.

1.7.2.1.10. Statistical data for the reporting period using a 12 month trend chart showing:

1.7.2.1.10.1. On-the-Job training (annual percentage, CDC pass rate by month, number in upgrade training by month).

1.7.2.1.10.2. LTF courses (number of courses taught, number of students graduated).

1.7.2.1.11. Closing Citation: The professionalism and commitment to excellence demonstrated by the dedicated personnel of the (LTF name) reflect great credit upon themselves, the (unit name), the Air Mobility Command, and the United States Air Force.

1.7.3. Previous year award winner must package and ship the trophy so it arrives at HQ AMC/LGQRT NLT 15 Mar. This enables LGQRT sufficient time to prepare the trophy for the next winner.

1.8. MQTP Instructor of the Year Award. The MQTP Instructor of the Year Award recognizes and encourages outstanding achievement and significant contributions by individual instructors. This program is open to maintenance instructors assigned to the LTF. The inclusive dates for the award is 1 January – 31 December. Submission is not mandatory; however, the efforts and contributions of the maintenance instructor force should not go unrecognized. Submit nominations, single-spaced on an AF Form 1206, **Nomination for Award**, to HQ AMC/LGQRT, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225-5038, NLT 15 February of each year.

1.8.1. Submit one side of AF Form 1206 and a cover letter signed by the LG commander. The AF Form 1206 will include the following categories in bullet format:

1.8.1.1. Significant Instructor Accomplishments.

1.8.1.2. Self Improvement Efforts.

1.8.1.3. Other Accomplishments.

1.8.1.4. Nomination packages will be reviewed by a HQ AMC/LGQRT board and scored using a point system. The winner will be announced by message to all AMC wings. The winner will be presented a personal AMC plaque.

1.8.2. The nomination should include the impact the nominee had on MQTP performance-based instruction and the serviced populace.

Chapter 2

ORGANIZATIONAL RESPONSIBILITIES

2.1. General. In the objective wing, the LG is ultimately responsible for all aircraft maintenance training. Commanders and supervisors must ensure training programs are effective, efficient, and timely to meet mission requirements. All maintenance training needs, requirements, changes, or deficiencies identified will be referred through the prime logistics training flights (LTF) as identified in paragraph **2.6.1.** to HQ AMC/LGQRT. HQ AMC/LGQ will approve all command-wide aircraft maintenance training programs prior to implementation.

2.2. Chief, Maintenance Management and Training (HQ AMC/LGQ). HQ AMC/LGQ manages the AMC aircraft maintenance training program. HQ AMC/LGQ will establish objectives, outline policies, and provide guidance for aircraft maintenance training program development, implementation, and improvement. HQ AMC/LGQRT is the office of primary responsibility (OPR) for aircraft maintenance training matters for subordinate units, other AMC staff agencies, other major commands (MAJCOM), and Headquarters United States Air Force (HQ USAF). They will implement the LG's training policy and guidance by:

2.2.1. Coordinating all command aircraft maintenance training requirements associated with aircraft activation, modifications, and conversions.

2.2.2. Evaluating and monitoring all new and ongoing training initiatives.

2.2.3. Providing maintenance training assistance, ensuring standardization of training activities, and complying with current training directives and guidance.

2.2.4. Obtaining formal training quotas to meet MAJCOM requirements.

2.2.5. Controlling all aircraft maintenance training program development in interactive courseware, computer-based training (CBT), and any other form of media within the command. This includes all computer hardware, software, and peripheral configurations to ensure compatibility and avoid duplication of effort within the command.

2.3. Logistics Group Commander (LG). The LG has the responsibility for maintaining a balanced work force and ensuring assigned maintenance personnel receive all required training. The LG through the logistics support squadron (LSS) commander will ensure:

2.3.1. The LTF is organized according to this instruction. The LTF and the unit training managers are normally centralized. With concurrence of the LG, unit training managers may reside within the unit they service. ***NOTE:*** If this option is chosen, the training manager reports to the squadron commander.

2.3.2. The LTFs are the single point of contact (POC) for aircraft maintenance training matters.

2.3.3. Aircraft, support equipment, personnel, and facilities are provided to the LTFs to support the entire maintenance training program.

2.3.4. The MQTP is implemented as outlined in **Chapter 6**.

2.3.5. Highly qualified maintenance technicians from flightline AFSCs are provided to the LTFs for instructor duty per paragraph 6.3.5.

2.3.5.1. As a minimum, one instructor will be identified for each AFSC for which there is an ongoing course requirement. Instructors will be assigned based on the number of instructors required to support trained personnel requirements (TPR), course duration, and projected utilization.

2.3.5.2. Part-time instructors will be used when support does not warrant a full-time instructor. They are assigned to their respective workcenter but function as an instructor for the LTF, when required.

2.3.6. Funds are programmed to support maintenance training requirements.

2.3.7. The interactive courseware training systems (ICWTS) are maintained within the LTFs. Their use will be limited to CBT, interactive videodisk (IVD), and for training program development use by the LTF. Use within an office for day-to-day office desktop purposes is strictly prohibited.

2.3.8. Determine whether a command aircraft systems training (CAST) program will be mandatory and for whom.

2.4. Squadron Commanders. Squadron commanders have overall responsibility for training within their units and must ensure a comprehensive training program is developed and conducted. They will support scheduled training classes with personnel, airframes, and equipment, and provide an environment conducive to learning in which training will be provided to all personnel within the organization. Commanders are also responsible for establishing aggressive procedures to minimize overdue training occurrences and ensure training is received in a timely manner.

2.5. Logistics Support Squadron. The LSS provides management oversight for all maintenance training programs.

2.6. Logistics Training Flight. The LTF is organized as a function under the LSS commander. The LTF provides consolidated oversight of all maintenance training activities and is the focal point for all aircraft maintenance training, including contracted training programs. The aircraft maintenance aspect may include scheduling, monitoring, and conducting required training. They will administer maintenance training for all personnel assigned.

2.6.1. Prime LTF: The following are designated as prime LTFs and are the focal point responsible for consolidation, standardization, dissemination of training information, curriculum management, and course control for core tasks only for their respective weapon systems. All other LTFs will submit their training concerns to their respective prime.

Table 2.1. Prime Logistics Training Flights.

PRIME	AIRCRAFT
60 LSS/LGLT, Travis AFB CA	KC-10
436 LSS/LGLT, Dover AFB DE	C-5
437 LSS/LGLT, Charleston AFB SC	C-17
305 LSS/LGLT, McGuire AFB NJ	C-141
92 LSS/LGLT, Fairchild AFB WA	KC-135
375 LSS/LGLT, Scott AFB IL	C-9

PRIME	AIRCRAFT
89 LSS/LGLT, Andrews AFB MD	C-137, C-20, UH-1
43 LSS/LGLT, Pope AFB NC	C-130
615 AMSG/RTC, Kadena AB JA	En route C-141, C-17
621 AMSG/RTC, RAF Mildenhall UK	En route C-5

2.6.2. The LTF will consist of a training management element to include unit training managers when consolidated, a DLC, AFETS section (when assigned), and a MQTP element. The logistics and operations groups will support the MQTP with dedicated airframes and support equipment for maintenance training.

2.6.3. The LTF is responsible for the overall administration, control, and policy for the training program for all aircraft maintenance AFSCs and the focal point for coordination on all formal training requirements

2.6.4. The flight commander, when authorized, should possess an aircraft maintenance AFSC. The flight chief will be an authorized Education and Training Manager (AFSC 3S2XX), or civilian equivalent. The flight commander or flight chief should work directly for the LSS/CC. The LTF will:

2.6.4.1. Assist supervisors in evaluating training needs of assigned people.

2.6.4.2. Review and submit training requirements for new equipment or programmed modifications of existing equipment annually. Report Code Status (RCS): AMC-LGQ(A)9409, *Annual Screening Requirements*, are included in this requirement. ***NOTE:*** This report is designated Emergency Status Code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during MINIMIZE.

2.6.4.3. Assist in the preparation and evaluation of course control documents (CCD), lesson plans, and tests.

2.6.4.4. Ensure CCDs are reviewed annually, to include TD, MQTP, AFETS, and Contractor Engineering and Technical Service (CETS) courses.

2.6.4.5. Ensure training development, coordination, scheduling, and conducting are accomplished in the most efficient manner possible to minimize impact on the production work force.

2.6.4.6. Ensure aircraft and support equipment requirements are submitted to the plans, scheduling, and documentation section.

2.6.4.7. Coordinate maintenance training requirements for maintenance personnel in temporary duty (TDY) status with appropriate activities, when necessary.

2.6.4.8. Monitor training conducted by the AETC Mission Ready Technician (MRT) Program, TD, AFETS, and CETS. LTFs with local MRT programs will notify HQ AMC/LGQRT before changes are made to the established memorandum of agreement, or when procedures jeopardize the quality of training provided.

2.6.4.9. Ensure the MQTP is developed and administered according to **Chapter 6**.

2.6.4.10. Administer the Engineering and Technical Services (ETS) Program within the maintenance organization (see Air Force Instruction [AFI] 21-110, *Engineering and Technical Services*).

2.6.4.11. Manage the automated management information system (MIS) training subsystem.

2.6.4.12. Ensure automated training products are accurate and up to date.

2.6.4.13. Manage the Logistics Officer Orientation Training (LOOT) Program. HQ AMC/LGQRT develops basic outline with command minimum requirements. Command minimums must be met; LG may establish any additional local requirements. Each wing will develop its own LOOT Program to meet the program objective. The LOOT Program provides an expanded experience base so participants may respond competently to technical and managerial situations. LOOT is designed to develop a broad familiarization with logistics. The program is for, but not limited to, second lieutenants with no prior aircraft logistics experience and for officers filling an aircraft logistics officer position for the first time. Officers with prior logistics experience may receive portions of the orientation and training as determined by their group commander. Officers should be entered into LOOT immediately upon assignment and complete the training as soon as possible.

2.6.4.14. Monitor, review, and manage the command standardized engine-run program as outlined in **Chapter 7**. Consolidate and monitor training requirements for all formal training outside unit capability.

2.6.4.14.1. Conduct a monthly training meeting with unit education and training managers and local TD personnel, if applicable, to establish a 120-day training schedule of all MQTP and TD classes. Establish local procedures to load training events and personnel to training events.

2.6.4.14.2. Consolidate and monitor class scheduling to provide an efficient use of the available training resources.

2.6.4.14.3. Establish a training schedule that will not adversely affect the maintenance production effort and ensure the availability of personnel, facilities, and training devices.

2.6.4.14.4. Coordinate requirements with the Plans, Scheduling, and Documentation Section to ensure the availability of aircraft and related support equipment. (Reserve units' monthly maintenance training schedules will include all items of training being conducted by training management. Do not include schedules in the monthly maintenance plan, but publish and distribute to all workcenters no later than [NLT] 5 calendar days prior to each unit training assembly [UTA].)

2.6.4.14.5. LTFs will provide HQ AMC/LGQRT (by the 20th of each month) a 120-day schedule of MQTP and TD courses. Distribute one copy to each serviced unit training section. RCS: AMC-LGQ(A)9404, *120-Day TD Schedule*, applies to this reporting requirement. ***NOTE:*** This report is designated Emergency Status Code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible. Discontinue electronic reporting during MINIMIZE.

2.6.4.15. Submit annual screening requirements for AETC advanced, follow-on, and supplemental training, including Training Detachment and Distance Learning courses according to the annual screening messages issued each year by HQ AMC/DPPET and HQ AMC/LGQRT. Level one requirements must be submitted directly to HQ AMC/DPPET on an AMC Form 49, **AMC Mission Impact Statement**, signed by the unit commander and approved by the wing com-

mander. LTFs will consolidate level two and three requirements and forward to HQ AMC/LGQRT NLT the established suspense.

2.6.4.16. Manage the maintenance training program for international students, according to Air Force Joint Instruction (AFJI) 16-105, *Joint Security Assistance Training (JSAT) Regulation*.

2.6.4.17. Ensure a publications library of applicable training directives is established or an automated publication system is available.

2.6.4.18. Establish procedures for controlling, accounting for, and maintaining multimedia programs and associated equipment.

2.6.4.19. Appoint individuals to manage or monitor supplies, equipment, funds, and composite tool kits (CTK).

2.6.4.20. Program TDY, supplies, and equipment funds to support LTF training needs.

2.6.4.21. Ensure a self-assessment program is implemented.

2.6.4.22. Develop and publish an operating instruction (OI) to establish local policy and procedures for the following topics:

2.6.4.22.1. Frequency and distribution of automated training products.

2.6.4.22.2. Procedures to access and update the MIS.

2.6.4.22.3. Personnel in and out processing.

2.6.4.22.4. Procedures to request training.

2.6.4.22.5. Additional local procedures.

2.6.4.23. Ensure the LG is briefed monthly on the status of the training programs. Consolidate inputs from units/flights and ensure procedures are established to advise commanders monthly. This information may be used to advise the wing commander, LG, and squadron commanders on the status of their training programs. Information should include identification and status of significant training problems, and recommended corrective action, as determined locally.

2.6.4.24. Ensure test control procedures and policies are implemented (see AFI 36-2605, *Air Force Military Personnel Testing System*, Chapter 5).

2.6.4.25. Develop and maintain a course catalog to include a description of each course offered by the LTF. TD courses should be included if the local TD does not publish their own course catalog. The catalog will include the following information: course title and number, duration, and brief synopsis of the course to include method of instruction and prerequisites (if applicable). Review the catalog annually to ensure currency. Forward one copy to HQ AMC/LGQRT and distribute one copy to each unit workcenter. Distribution to HQ AMC and workcenters may be accomplished electronically.

2.6.4.26. Manage the multimedia equipment to include interactive courseware training systems (ICWTS). The LTF will request and budget for DLC equipment maintenance and repair for the aircraft maintenance complex. The DLC will obtain and maintain command approved multimedia training programs to support required training.

2.6.4.27. Ensure all requests (Air Force [AF] Form 2005, **Issue/Turn-in Request**, AF Form 3215, **C4 Systems Requirements Document**, AF Form 601, **Equipment Action Request**, AF

Form 9, **Request for Purchase**, etc.) for additional and replacement ICWTS, (including peripherals, hardware, and software) are sent to HQ AMC/LGQRT for coordination.

2.6.4.28. Ensure all ICWTSs are secure and properly maintained.

2.6.4.29. Ensure all ICWTSs are not reconfigured in any way without prior approval from HQ AMC/LGQRT or HQ AFRC/LGQ.

2.6.4.30. Serve as the unit training manager for the LSS.

2.7. Unit Training. Unit training managers are responsible for administering and implementing training policy for the squadron. In addition to responsibilities in AFI 36-2201, *Developing, Managing, and Conducting Training*, and Air Force Manual (AFMAN) 36-2247, *Planning, Conducting, Administering, and Evaluating Training*, unit training will:

2.7.1. Establish an effective and continuous training program.

2.7.2. Ensure training is conducted in a manner that will minimize its impact on the production work force.

2.7.3. Evaluate and assist in preparing training sessions, course outlines, and tests for training conducted within the squadron.

2.7.4. Control testing material IAW LTF procedures and policies.

2.7.5. Manage multimedia training products within the squadron.

2.7.6. Ensure the MIS is accurate and up to date.

2.7.7. Coordinate with the LTF to obtain training beyond the squadron's capability and attend monthly scheduling meetings.

2.7.8. Request all formal training quotas through the LTF.

2.7.9. Ensure scheduled class seats are effectively utilized.

2.7.10. Coordinate training no-show, overdue, and deviation letters through the appropriate workcenter to the squadron commander.

2.7.11. Provide monthly status information as required by the LTF.

2.8. Supervisor. In addition to responsibilities in AFI 36-2201 and AFMAN 36-2247, supervisors will:

2.8.1. Conduct an initial evaluation of newly assigned personnel, both military and civilian, IAW AFI 36-2201, prior to allowing personnel to perform maintenance. Each supervisor will ensure that individual training requirements are identified during the initial evaluation and as skill level or duty changes occur.

2.8.1.1. Evaluate graduates of all AETC courses. When training indicators warrant, contact the unit training manager and the applicable AETC training provider via the AETC Customer Service Information Line (CSIL). IAW AFI 36-2201, the entire evaluation should be completed and documented within 90 days (within 3 UTAs for AFRC units) after reporting for duty.

2.8.1.2. Perform an evaluation of MQTP graduates using an AMC Form 247**, Supervisor Evaluation of MQTP Graduate(s)**, within 60 days of graduation and submit to the LTF.

2.8.2. Identify workcenter training requirements and work with the unit training manager to ensure training is conducted to meet mission needs. Continuously review and validate training requirements.

2.8.3. Ensure personnel meet prerequisites prior to attending training.

2.8.4. Report training deficiencies and request assistance as needed.

2.8.5. Monitor all special certification rosters and ensure they are properly maintained IAW paragraph **3.5.**

2.9. Headquarters Air Mobility Warfare Center. The AMWC, located at Fort Dix, New Jersey provides testing and stand-up instruction through several units collocated within the center: 33rd Flight Test Squadron, 421st Training Squadron, Operations Division, and the Education Support Division. The AMWC publishes an annual curriculum catalog outlining courses and detailing quota management procedures and TDY requirements. Catalogs may be obtained directly from AMWC: AMWC/WSC, 5656 Texas Avenue, Ft Dix NJ 08640-7400; or Defense Switched Network (DSN) 944-6791. Requests for instructor support and training program development must be coordinated with HQ AMC/LGQRT. Requests for specific class quotas are processed according to the AMWC Curriculum Catalog.

2.10. Air Education and Training Command Training Support Squadron (AETC TRSS). AETC TRSS is a multimedia production agency located at Hill AFB, Utah. It develops and maintains training courseware and provides computer hardware support. It also publishes an annual catalog listing available, under development, and projected courses. Catalogs may be obtained directly from HQ AETC TRSS/TSS, 6058 Aspen, Building 1295, Hill AFB UT 84056-5000. Training development efforts are consolidated and prioritized by HQ AMC/LGQRT.

2.11. Engineering and Technical Services Training. ETS training is provided by AFETS or Contractor Engineering and Technical Services (CETS) personnel.

2.11.1. AFETS personnel will be assigned to the LTF, RTC, or Training Center (TC). AFETS courses developed for multiple use rather than one time training sessions will be standardized with the MQTP courses, and submitted to HQ AMC/LGQRT for possible commandwide use.

2.11.2. AFETS personnel conducting training in a TDY status will provide the local LTF, RTC, or TC a trip report and send a courtesy copy to HQ AMC/LGQRT, their appropriate group, and NAF NLT 10 duty days after TDY completion.

Chapter 3

TRAINING DOCUMENTATION

3.1. Career Field Education and Training Plan (CFETP). (***NOTE:*** AMC active duty personnel MUST use CFETPs dated Jan 97 or more current in lieu of the Air Force job qualification standards [AFJQS], the remaining AFJQSs are being phased out as the new CFETPs are published.) The CFETP provides the information necessary for functional managers, training management, supervisors, and trainers to plan, develop, manage, conduct, and evaluate an effective, productive, and efficient career field training program. The plan outlines specific training individuals in an AFSC should receive to develop and progress throughout their career. The Air Force career field functional manager is the OPR. The CFETP has two parts: Part I provides information necessary for overall management of the training in the career field; Part II contains the specialty training standard (STS) which serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools, CDCs, and exportable courses. Part II will be used to document training in a workcenter. One reference copy of the current CFETP will be maintained with the applicable master training plan if a AFJQS is used.

3.2. Air Force Job Qualification Standard. When an AFJQS is mandated for the AFSC, it will be placed in an individual's AF Form 623, **Individual Training Record**, and used as a stand alone document to consolidate individual task training and qualification (all applicable CFETP core tasks must be included in AFJQS's and are requirements for up-grade). It will be used in place of the CFETP to document training. Additional items may be added by using an AF Form 797, **Job Qualification Standard Continuation/Command JQS**. Use of the AFJQS is optional for Reserve units.

3.2.1. CFETP/AFJQS core task waivers are approved by the applicable HQ USAF functional manager through the AFSC MAJCOM functional manager. Process requests per AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, Table 3.3.

3.3. Responsibilities.

3.3.1. HQ AMC/LGQRT will:

3.3.1.1. Review change requests to AFJQS/CFETPs and send a coordinated request to HQ USAF functional manager.

3.3.2. LTF will.

3.3.2.1. Consolidate and forward recommended AFJQS/CFETP changes to HQ AMC/LGQRT. Reserve units submit change recommendations through HQ AFRC/LGQ.

3.3.3. The Squadron Commander will:

3.3.3.1. Ensure personnel meet AFJQS/CFETP requirements.

3.3.3.2. Ensure individuals with similar training requirements have a fair opportunity to upgrade equally.

3.3.4. Unit Training will:

3.3.4.1. Coordinate and submit AFJQS/CFETP requirements to the LTF/RTC.

3.3.4.2. Coordinate with supervisors/subject matter experts to determine individual AFJQS/CFETP requirements.

3.3.5. Workcenter Supervisors will:

3.3.5.1. Use the applicable AFJQS or CFETP to document training.

3.3.5.2. Ensure individual task requirements listed in the AFJQS/CFETP are identified during the initial evaluation.

3.3.5.3. Submit recommended AFJQS/CFETP changes to unit training.

3.3.5.4. Ensure individual training records are documented according to AFI 36-2201, AFMAN 36-2247, and the instructions in Part II of the CFETP or Cover Page of the AFJQS. Training records must be current, accurate, and complete for all assigned personnel.

3.4. Form Requirements.

3.4.1. Air Force Index (AFIND) 8, *Numerical Index of Specialized Education Training Publications*, lists the AFJQS/CFETP required for each AFSC. These requirements apply to all personnel assigned to an AMC unit.

3.4.2. The supervisor will document additional training requirements using extracts from other AFJQS/CFETPs or locally developed AF Forms 797.

3.5. Management Information System Training Subsystem. Maintenance units will use the GO81 training subsystem when available. Recurring training requirements will be identified and tracked in the MIS. Individuals may accomplish training any time prior to the first day of the month that training is due; however, MIS will be updated immediately upon completion of training. Recurring training requirements expire on the last day of the month in which training is due unless otherwise specified by another governing directive.

3.5.1. The MIS produces three basic listings that detail an organization's collective personnel qualifications and training requirements. They are the training forecast, special certification roster, and the workcenter training requirements. These lists are used by training activities and maintenance supervisors at all levels to manage the maintenance training program. The LTF/unit training will establish procedures to ensure completed training, qualifications, and inspector authorizations are verified by source documents prior to input to the MIS. Production and distribution of these products will be determined locally and specified in a local OI.

3.5.1.1. The training forecast is capable of listing the appropriate status of all training courses, qualifications, and inspector authorizations loaded in the MIS for each individual. Several optional formats for the training forecast are available. Copies of the product may be used as a source document for updating the MIS. If used for this purpose, the appropriate training activity will establish procedures to ensure the validity of all indicated additions, changes, or deletions.

3.5.1.2. The special certification roster (SCR) records special certifications/authorizations. The roster or on-line MIS capability will be made accessible to all applicable supervisors. Special certification tasks are maintained in the MIS as certification (CERT) courses. The SCR is reviewed by the appropriate supervisor to verify entries are accurate and that prerequisites, including applicable training, testing, evaluation, or other requirements for task certification were completed. The workcenter supervisor then places his/her signature, duty title, and date in the blocks preprinted on

the SCR. This signature, along with the maintenance supervisor's or commander's signature, constitutes required certification and authorization for performance of the tasks listed (see AMCI 21-101, *Maintenance Management Policy*, **Chapter 3** for special certification items).

3.5.1.3. Workcenter training requirements. The workcenter requirements listing is a vital part of each section's master training plan. It contains mandatory special certification and recurring training requirements for the majority of personnel assigned to the workcenter. To retain its value, it must be accurate and up to date. The MIS will not be used as an automated job qualification standard (JQS). All items maintained in the MIS and listed on the applicable CFETP/AFJQS require a first-time documentation in the CFETP/AFJQS. Tasks that are recurring or special authorization in nature will be tracked. Course codes for tasks requiring a one-time certification will be considered on an individual basis. Submit (mail, fax, or e-mail) requests for course additions, changes, merges, or deletions through the LTF to HQ AMC/LGQRT per **Attachment 3**. AFRC units forward requests through NAF to HQ AMC/LGQRT.

3.6. Automated Scheduling. The LTF will determine, in conjunction with unit training activities, those training events and requirements to be scheduled through the MIS. Maximum use will be made of the MIS scheduling to prevent duplication of effort and to provide a single means of notifying supervisors and individuals.

Chapter 4

DISTANCE LEARNING

4.1. Distance Learning. Distance learning is any instruction provided away from or without an instructor. Products include, but are not limited to publications, video tapes, CBT, graphics catalogs, system schematics, and IVD programs. Multimedia products/programs developed by AETC TRSS (Hill AFB UT) will be used to meet training requirements. Catalogs may be obtained by contacting AETC TRSS at DSN 777-0160. The developing agency will review multimedia programs for technical accuracy annually.

4.2. Distance Learning Center Section.

4.2.1. The DLC will:

4.2.1.1. Establish procedures for controlling and maintaining multimedia training programs and equipment, and maintain an inventory of all assigned audiovisual equipment.

4.2.1.2. Establish and publish operating policies and procedures (e.g., DLC available 24 hours a day, 7 days a week).

4.2.1.3. Ensure an area conducive to learning is provided.

4.2.1.4. Provide supervisors and trainers information and training on the Computer Managed Instruction (CMI) functions found on the training platforms. These functions provide the capability to track individual students, groups of students, students by course, transfer students between computers (permanent change of station [PCS]/permanent change of assignment [PCA]), and delete students. It also provides scores, time in non-completed courses, date entered course, and last date entered non-completed courses. This information can be printed or exported to a spreadsheet, data base, or word processing document.

4.3. Interactive Courseware (ICW). ICW (e.g., computer based-training/instruction [CBT/CBI], IVD, etc.) has unlimited applications in AMC maintenance training and will be used to the maximum extent possible.

4.3.1. CBT/CBI is interactive instruction delivered by a computer.

4.3.2. IVD is media used for storing video images and to supplement or enhance CBT instruction. This media is excellent for trouble-shooting since it can act as a simulator and create a variety of different situations with numerous outcomes.

4.4. Air Education and Training Command-Sponsored Distance Learning. AETC provides numerous video teletraining (VTT) and interactive television training (ITT) programs using Air Technology Network (ATN). ATN is a satellite-based educational network providing distance learning for AFIT, Air University (AU), Technical Training (TT), and the ANG. Additionally, AETC has converted many TT courses to CBT. The *Distance Learning Guide* contains instructions for requesting specific courses. You may obtain a copy of this quarterly guide by contacting your local base Education Services Office or 2AF/DOI, Keesler AFB MS 39534-2804, DSN 597-1360. The base Education Services Office is the POC for this type of training.

4.5. Interactive Courseware Development. Distance learning continues to be a significant method to deliver training because of resource constraints. We continue to seek every opportunity to provide knowledge training to support on-the-job training (OJT)/MQTP/TD. As funding allows, HQ AMC/LGQRT contracts for development of ICW in support of distance learning.

4.5.1. ICW development is authorized at locations approved by HQ AMC/LGQRT IAW this instruction. Follow the guidelines below:

4.5.1.1. Prior to beginning a development project, the unit will submit a request for approval to HQ AMC/LGQRT. The request will include:

4.5.1.1.1. Justification for the project (i.e., what are the requirements, what course will it support, temporary course to meet a particular shortfall, etc.).

4.5.1.1.2. Draft project plan (use AMC Form 120).

4.5.1.1.3. Name, rank, phone number, fax number, and e-mail address of the project POC.

4.5.1.2. LGQRT will determine the development site if more than two bases request to develop the same project.

4.5.1.3. Project status will be reported quarterly (NLT the 10th of Jan, Apr, Jul, Oct) to HQ AMC/LGQRT.

4.5.1.3.1. Include the current status of each open project in your report. Report the current phase and specific step of the of the project (i.e., developing lesson flowcharts as part of the design phase, recording narration in the production phase, etc.). Include estimated completion date of the project.

4.5.1.3.2. HQ AMC/LGQRT will post project information and status on the LGQ web page.

4.5.1.4. ICW will be developed IAW Air Force Handbook (AFHAN) 36-2235, Volume 5, *Interactive Courseware (ICW) Design, Development, and Management Guide*.

4.5.1.5. Each project must be developed using only HQ AMC/LGQRT approved authoring software (currently *Questnet* +).

Chapter 5

EN ROUTE TRAINING

5.1. En Route Training. En route training provides weapon system training to aircraft maintenance personnel supporting AMC en route aircraft. Training is provided through PCS, en route training, or TDY, and return training via TD, MQTP, or flightline training means. Training may also be received at an en route or RTC through the use of a ground trainer (GT) aircraft.

5.2. Training En Route to Overseas Air Mobility Command En Route Aircraft Maintenance Units.

En route training requirements will be scheduled based on the gaining organization's needs. HQ AMC/LGQRT will schedule TD, MQTP, or flightline training based on availability of classes within the desired PCS time frame. En route training directed by HQ AMC/LGQRT has priority over local training. Individuals qualified on one or more AMC weapon system may be scheduled to attend training on an additional AMC weapon system. HQ AMC/LGQRT will schedule non-AMC experienced personnel for training on one AMC weapon system as requested by the gaining unit whenever possible. Unusual circumstances may prevent training. In these cases, HQ AMC/LGQRT will notify the unit.

5.2.1. AMC Losing Unit Responsibilities:

5.2.1.1. Continental United States (CONUS) LTFs/EN ROUTES will establish procedures to ensure all aircraft maintenance personnel in off line positions departing PCS to AMC en route units have current on-equipment task certifications on one locally assigned weapon system. TSgt and below in AFSCs 2A4X1, 2A4X2, 2A5X1, 2A6X1X, 2A6X5, and 2A6X6 not directly performing sortie generation maintenance, as determined by HQ AMC/LGQRT, will be placed back in the flightline environment as soon as possible upon notification of the assignment. Flightline refresher/refamiliarization training will concentrate on CFETP/AFJQS core tasks and other training requirements identified by the gaining unit. Training time will be a maximum of 60 days. Short notice assignment notification will sometimes not allow for 60 days of flightline training; in these cases training will concentrate on CFETP/AFJQS core tasks.

5.2.1.2. CONUS LTFs/EN ROUTES will perform initial evaluation for personnel returning to the flightline workcenters. Initial evaluation must be documented in AF Form 623A, indicating amount of training time required. Training will be conducted by the flightline workcenter. LTF/RTCs will report all individuals undergoing flightline refresher/refamiliarization training on losing unit reports submitted to HQ AMC/LGQRT. Indicate initial evaluation, start/stop dates, and total number of training days spent on the flightline.

5.2.2. AMC Gaining Unit Responsibilities:

5.2.2.1. Gaining en route units will review the HQ AMC/LGQRT en route training report and personally contact the member (when feasible) to determine appropriate training needed to maintain a balance of required skills in the unit (do not request training outside an individual’s primary AFSC). The gaining unit will notify HQ AMC/LGQRT of unique training requirements, above and beyond core tasks, within two weeks after notification of the gain. Only in rare instances (due to short notice assignment selection or when a non-AMC experienced member requires training) should a gaining unit commander request an extension to the report NLT date (RNLTD) to support training. In the event of nonreceipt of gaining unit requirements, HQ AMC/LGQRT will review

the record and schedule training based on the projected duty position and RNLTD. RCS: AMC-LGQ(M)9405, *En Route Training Report*, applies to this reporting requirement. This report is designated Emergency Status Code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements assigned this category as prescribed or as soon as possible after submission of priority reports. Discontinue electronic reporting during MINIMIZE.

5.2.2.2. Each en route unit will monitor the date eligible to return from overseas (DEROS) of their assigned engine-run qualified personnel. En route units will request engine-run training for replacement gains based on the DEROS month of qualified losses. An individual not meeting engine-run prerequisites will not be scheduled for engine-run training during the PCS move. En route units must review prior qualifications of all inbound personnel and must contact the losing organization to determine if engine-run qualification is possible. After this coordination, submit requests for engine-run training to HQ AMC/LGQRT as early as possible.. The losing supervisor has the final authority for an individual to attend engine-run training based on AFSC assigned, job performance capability, and meeting prerequsities listed in **Chapter 7**.

5.3. Regional Training Center. RTCs are the focal point to manage training for all AMC en route maintenance personnel assigned within the theater. RTCs provide formalized training and manage the theater's GT program per paragraph **5.5.** RTCs provide training consistent with the AMC MQTP program. Training is provided at either a unit location or at the RTC location as appropriate. The Pacific command theater RTC is located at Kadena AB, Japan. The European command theater RTC is located at RAF Mildenhall UK. Howard AFB, Panama maintains a TC to support maintainers at Howard AFB. The Howard TC was established to ensure formalized OJT is available to en route personnel at Howard. Students will not travel from other en routes to receive training at Howard. Due to its single unit focus, all manpower and funding to support the Howard TC will come from within the local en route unit resources.

5.3.1. Training conducted by the RTC and TC focuses on transition and advanced trouble-shooting.

5.4. Continental United States Support Wings (CSW) . CSWs may be asked to augment the RTC or provide the en route units with classroom instructors and task certifiers to support training on ground trainer aircraft. The following wings are designated as CSWs for this program:

Table 5.1. CONUS Support Wings.

CONUS SUPPORT WING	AIRCRAFT	RESPONSIBILITY
60 AMW, Travis AFB CA	C-5/KC-10/	15 AF Units
62 AW, McChord AFB WA	C-141	15 AF Units
317 AG, Dyess AFB TX	C-130	15 AF Units
436 AW, Dover AFB DE	C-5	21 AF Units
43 AW, Pope AFB NC	C-130	21 AF Units
305 AMW, McGuire AFB NJ	KC-10/C-141	21 AF Units
92 ARW, Fairchild AFB, WA	KC-135	All Units
437 AW, Charleston AFB SC	C-17	All Units

5.5. Ground Trainer Aircraft. The GT program provides for the positioning of aircraft at en route locations to conduct hands-on training. RTC and CSW training teams may accompany the aircraft if required to conduct training at en route locations. HQ AMC/LGQRT in coordination with the NAF, develops an annual maintenance training schedule to identify and coordinate all GT requests through the Tanker Airlift Control Center (TACC).

5.5.1. RTC and Unit Trainers. GTs are provided to the RTC and en route units as identified in the annual GT schedule. Ground time is scheduled for five training days, unless the unit requests otherwise. Requests for additional training days cannot be submitted for the sole purpose of supporting other base agencies (e.g., fire department, aerial port, security police, etc.).

5.5.2. Airframe Programming and Scheduling:

5.5.2.1. Each en route unit will provide all unit-level requirements for the coming fiscal year to their RTC NLT 1 December. The two RTCs and Howard TC will coordinate and deconflict (no more than one type of aircraft requested per month per theater) the requests and forward to their group (Air Mobility support group [AMSG]). Each group must review the request and e-mail it to the applicable NAF NLT 20 December. HQ AMC/LGQRT will insert CONUS bases into the GT schedule as requested.

5.5.2.2. Each NAF will review and forward to HQ AMC/LGQRT the consolidated unit-level and RTC requirements NLT 1 January. RCS: AMC-LGQ(A)9406, *Consolidated Unit Level and Regional Aircraft Trainer Requirements*, applies to this reporting requirement. This report is designated Emergency Status Code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Discontinue electronic reporting during MINIMIZE.

5.5.2.3. Annual airframe requirements will be provided to AMC TACC/XOB for approval and appropriate action. HQ AMC/LGQRT will publish the approved annual aircraft GT schedule, identifying all unit-level and RTC airframe requirements for the next fiscal year.

5.5.2.4. En route units will request GT cancellations and reschedules, and report GT no-shows in an Air Mobility support squadron (AMSS/CC) priority message (no G081 messages) to HQ AMC/LGQ, with an information copy to the applicable group, NAF, and RTC. Requests for cancellation or reschedule must identify type aircraft, dates, and a brief justification for the change. The RTC will coordinate to validate the requested change and review theater requirements prior to HQ AMC/LGQRT action. The RTC through group and NAF will notify HQ AMC/LGQRT within 24 hours of the unit's request if alternate actions are required. If no action is taken by the NAF, group, and/or RTC, HQ AMC/LGQRT will consider that they agree with the unit request and will coordinate with AMC TACC/XOB to reschedule the airframe, if necessary. RCS: AMC-LGQ(AR)9407, *Failure to Provide Airframes*, applies to this reporting requirement. This report is designated Emergency Status Code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements in this category as prescribed, but they may be delayed to allow the submission of higher priority reports. Submit by nonelectronic means if necessary. Continue electronic reporting during MINIMIZE.

5.5.2.5. Prepare a GT utilization/after-action report according to **Attachment 4**. Indicate who requires training, when individuals are scheduled to complete training, and how the training will be accomplished. Other base agencies may use ground trainer with approval of local LG for local GT and the RTC for regional GT, but this training must not interfere with maintenance training.

Units will provide the RTC, the utilization plan 20 duty days prior to the arrival of the aircraft. Report will be submitted 30 days prior to start of academics when RTC instructor support is requested. The RTC will forward the report to HQ AMC/LGQRT and provide the applicable group and NAF an information copy NLT 15 days prior to aircraft arrival. E-mail is the preferred method to submit this report. Coordinate the schedule and distribute to all affected activities at least 10 workdays prior to aircraft arrival. RCS: AMC-LGQ(AR)9408, *Ground Trainer Utilization/After Action Report*, applies to this reporting requirement. This report is designated Emergency Status Code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Continue electronic reporting during MINIMIZE

5.6. Responsibilities.

5.6.1. En route Units and RTCs:

5.6.1.1. Ensure GT aircraft are utilized to the maximum extent. En route personnel will maximize opportune training on available remain overnight (RON) and not mission capable (NMC) aircraft at their station to conduct training. Available ground times and NMC-affected systems will be considered when determining what can be trained. Personnel will not conduct training on RON aircraft that might affect the readiness of the aircraft to meet its scheduled launch time.

5.6.1.2. Ensure classroom facilities, audiovisual equipment, aerospace ground equipment (AGE), and support equipment are available.

5.6.1.3. Request instructor support to the RTC NLT 60 days prior to the scheduled training. If RTC cannot support the instructor request, they will contact the CSW/LTF with an information copy to HQ AMC/LGQRT, group, NAF, and unit. Unit requests must identify instructor AFSC and specific tasks to be taught. If RTC request CSW support the requesting unit will provide a fund cite and customer identified code (CIC).

5.6.1.4. Arrange for billeting and ground transportation of RTC and CSW personnel who support the trainer mission, if applicable.

5.6.1.5. The sponsoring en route unit provides a funding citation to the CSW for the TDY travel and per diem of CSW training team personnel. RTCs fund the TDY travel and per diem of RTC personnel to their en route units.

5.6.1.6. En route units will provide the applicable RTC with the after-action report for each unit GT mission NLT 15 duty days after training is completed per paragraph **5.5.2.5.** RTC will review and forward this report to HQ AMC/LGQRT with an information copy to the group and NAF.

5.6.2. RTC and CSW:

5.6.2.1. Prepare lesson plans and training standards to accommodate required training

5.6.2.2. RTCs will review both the GT utilization plans and after-action reports and forward each to HQ AMC/LGQRT through the applicable AMSG and NAF.

5.6.2.3. Provide as available, qualified AFETS or equally qualified instructors or task certifiers (IAW **Chapter 6**) to accomplish requested training.

5.6.2.4. The training provider will supply the required training support materials. This does not include technical orders (TO).

5.6.2.5. Assist units in preparing a GT utilization plan, if necessary.

5.6.3. Group/NAF:

5.6.3.1. Monitor unit needs to ensure readiness requirements are identified and supported.

5.6.3.2. Assist en route units and RTCs in the identification of annual GT and training requirements.

5.6.3.3. Coordinate training requirements with AMC, the CSW, the RTC, and en route units as necessary.

5.7. Funding. Training managers must ensure their resource manager forecasts sufficient unit training funds to support projected en route training requirements.

5.7.1. Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*, Chapter 7 prescribes training funding policies. The gaining AMC unit will fund en route training for all gains.

5.7.2. Each en route unit and RTC will program for funds to support TDY of personnel to the CSW location, TDY of CSW personnel to en route locations, and for return of en route personnel to CONUS locations for training.

Chapter 6

MAINTENANCE QUALIFICATION TRAINING PROGRAM

6.1. Maintenance Qualification Training Program. The goal of the MQTP is to produce quality trained and certified airmen capable of performing the majority of duty position and majority of Air Force core task requirements. The MQTP is a formalized OJT process designed to train maintenance technical sergeant and below personnel, but may be utilized by other personnel as determined by the local LG. ***NOTE:*** MQTP does not satisfy all training requirements for upgrade training nor does it relieve squadron commanders and supervisors of responsibilities in AFI 36-2201, AFMAN 36-2247, and other publications. Workcenters will provide qualification and upgrade training as required for their assigned personnel.

6.1.1. The MQTP, under the direction of the LTF, will ensure the basic course curriculum developed at the Prime for assigned mission design series (MDS) is incorporated in the local program.

6.1.2. The instructor-to-student ratio and training hours are outlined in the applicable course control documents

6.1.3. All initial in-processing for new personnel should be completed prior to entry into the MQTP.

6.1.4. The MQTP is not mandatory for AFRC personnel; however, reservists may utilize this training on a space-available basis.

6.1.5. The MQTP element will be staffed with dedicated maintenance instructors from the logistics group and operations group, if applicable. The logistics and operations groups will support the MQTP with dedicated airframes and support equipment for maintenance training.

6.2. Maintenance Qualification Training Program Phases.

6.2.1. MQTP Phase I, General Maintenance and Production Team Maintenance (PTM) Tasks (**Attachment 5**). Phase I is for 3-levels and supports PTM. Additionally, Phase III trainees may require portions of Phase I to become qualified on the assigned weapon system. All entry-level airmen and personnel in retraining status with flightline AFSCs (2A4X1, 2A4X2, 2A5X1, 2A6X1A/B, 2A6X5, 2A6X6) are required to attend this course. Personnel must attend Phase I within 90 days of assignment, preferably the next available class. MRT graduates may be waived if the initial evaluation verifies all objectives are met.

6.2.2. MQTP Phase II, 5-Level Duty Position Training. Phase II supports 5-level upgrade training by certifying/qualifying the majority of 5-level Air Force core and duty position tasks. Personnel must attend Phase II as soon as possible upon completion of Phase I. MRT graduates will be evaluated prior to entry in Phase II. The AFSC specific MQTP instructor with the assistance of the workcenter supervisor may determine where proficiency advancement is justified based on task qualification.

6.2.3. MQTP Phase III, Transition/En route Training. Phase III is designed to train individuals transitioning to a weapon system they are not qualified on. Individuals must attend within 180 days after being assigned to a new weapon system. This requirement can be satisfied by attendance to an HQ AMC/LGQRT approved AETC/TD course. Individuals going to an en route unit may attend Phase III training.

6.2.4. MQTP Phase IV, Cross Utilization Training (CUT). Phase IV is provided to promote the PTM concept and provide commanders with a local training option to balance the work force in the face of force reductions and changing missions. CUT provides training for personnel to assist on jobs normally assigned to other AFSCs, yet requiring similar skills. CUT tasks are essentially component removal and replacement type tasks, selected for their high frequency of removal and replacement, low complexity/risk, and/or their requirement for a team concept (e.g., engine change teams). Not everyone is a candidate for CUT. Commanders, flightline supervisors, and training managers need to closely coordinate the identification of personnel selected for CUT to ensure a balanced work force. The primary target group for CUT is personnel trained to the 5-skill level or higher and those who have completed Phase II or III of MQTP or TD equivalent for their AFSC and have at least 12 months experience on their current MDS. **Attachment 6** lists CUT tasks trained, though MQTP CCDs need only local approval. Additional tasks may be taught through OJT at the discretion of the local LG or AMSS/CC.

6.2.4.1. Under CUT, maintenance personnel are divided into two main groups: mechanical and avionics. The mechanical group is comprised of airplane general (APG), propulsion, hydraulics, and electrical environmental. The avionics group is comprised of communications/navigation and guidance and control. Personnel should not CUT across main groups.

6.2.5. Phase V, Enhancement Training. Phase V courses may be developed to meet local training needs, may include but are not limited to training sessions, trouble-shooting or advanced courses. If a course is conducted on a recurring basis, CCDs should be developed and sent to the prime MQTP.

6.3. Maintenance Qualification Training Program Noncommissioned Officer in Charge (NCOIC).

6.3.1. The MQTP NCOIC will:

6.3.1.1. Ensure programs are developed using the instructional systems design (ISD) process.

6.3.1.2. Ensure instructional systems reviews (ISR) are accomplished on all CCDs no later than the last day of the anniversary month. (If a course has not been taught since the last ISR it may be considered inactive by the Prime MQTP and no ISR required. An ISR will be accomplished prior to teaching an inactive course. The instructor may self-qualify prior to teaching a course that was inactive.) Use AF Form 1768, **Staff Summary Sheet**, for all reviews of CCDs. Each using MQTP will forward a completed AF Form 1768 to the Prime for each course reviewed. The Prime MQTP will forward a completed AF Form 1768, along with each using MQTPs coordination, to HQ AMC/LGQRT. Include only a copy of the CTS and AMC Form 114, **Course Chart**, with AF Form 1768. The AF Form 1768 will become a permanent part of the CCD package. Use a new form for each annual review. The LTF flight chief will sign the AF Form 1768.

6.3.1.3. Incorporate changes to CCDs that result from TO and publication changes.

6.3.1.4. Implement test analysis procedures.

6.3.1.5. Ensure instructors are assigned to support the MQTP per paragraph **2.3.5.** Instructors are exempt from base and squadron details while conducting formal training courses.

6.3.1.6. Ensure a certificate of training is presented to the student after successful completion of not less than 95 percent of the course objectives. The purpose of this rule is to allow for the inability of the MQTP to complete some objectives due to a lack of equipment or other resources during scheduled class dates. It does not cover the inability of a student to successfully complete an

objective. Courses accredited by the Community College of the Air Force require completion of all objectives.

6.3.1.6.1. Students who are unable to successfully complete all course objectives may be required to repeat all or portions of the course based on the recommendations of the instructor after review of the individual's training problems with the individual's supervisor. In all cases, the instructor will document the problems, circumstances, and recommendations to overcome the deficiency in the individual's training record.

6.3.1.7. Ensure maintenance instructor requirements and training are adhered to. MQTP full-time and part-time instructors must:

6.3.1.7.1. Have a minimum of 2 years experience on the unit's assigned aircraft.

6.3.1.7.2. Be "Red X" certified for course objectives that require a production inspection.

6.3.1.7.3. At a minimum, be a senior airman (E-4) with over 4 years time in service, or civilian equivalent.

6.3.1.7.4. Attend the training courses they will instruct for the purpose of qualification.

6.3.1.7.5. Complete a formal instructor course.

6.3.1.7.6. Be qualified to operate audiovisual equipment and maintenance training devices, as required.

6.3.2. Maintenance Instructor Waivers. Requests for waiver for any of the above listed prerequisites must be made in writing and approved by the local LG. Forward approved waivers to HQ AMC/LGQRT.

6.3.3. Annual Maintenance Instructor Evaluations. Instructors must maintain technical and instructor proficiency. The MQTP NCOIC will ensure task qualifications of each instructor through direct observation of classroom or flightline hands-on training, and document and maintain AMC Form 248, **Instructor Evaluation Checklist**, in the instructor's folder.

6.3.4. Maintenance instructor duties and responsibilities. Instructors will:

6.3.4.1. Conduct training as specified in the CCDs.

6.3.4.2. Act as a subject matter expert, when required.

6.3.4.3. Provide inputs for training schedules and reports.

6.3.4.4. Obtain necessary supplies, tools, equipment, and aircraft for task training.

6.3.4.5. Annotate and certify student qualifications in the training records. A MQTP instructor can sign-off trainer and certifier blocks IAW AFI 36-2201.

6.3.4.6. Record and report lost training time to the MQTP NCOIC.

6.3.4.7. Monitor student performance and take corrective action, as necessary.

6.3.4.8. Brief the MQTP NCOIC, LTF, RTC, and the student's immediate supervisor, as required, whenever a student's progression is substandard.

6.3.4.9. Participate in applicable MQTP and TD course ISRs.

6.4. Maintenance Qualification Training ProgramResponsibilities.

6.4.1. HQ AMC/LGQRT will:

6.4.1.1. Approve CCDs.

6.4.1.2. Approve waivers as required per this instruction.

6.4.2. LTF/RTC will:

6.4.2.1. Manage the MQTP for their location.

6.4.2.2. Ensure MQTP instructors obtain and maintain instructor and weapon systems qualification.

6.4.2.3. Ensure student course completion is loaded in the MIS.

6.4.2.4. Review MQTP class packages.

6.4.2.5. Ensure class rosters are maintained and current.

6.4.3. Prime MQTPs. Prime MQTPs are responsible for curriculum development on a particular aircraft. Each Prime will have a curriculum manager with ISD experience, preferably AFSC 3S2X1. The curriculum manager will:

6.4.3.1. Maintain the status of each project. Program status must be kept current and identify course number, course title, start date, required completion date, and OPR. Maintain the project plan as part of the CCDs.

6.4.3.2. Attend an ISD course.

6.4.3.3. Ensure course documents follow command guidance.

6.4.3.4. Assign, with the concurrence of the MQTP Element NCOIC, specific course development responsibilities.

6.4.3.5. Coordinate with other MQTPs having the same aircraft on course changes, ISRs, and new course development prior to submitting revision to local LG.

6.4.3.6. Publish and distribute course documents after HQ AMC/LGQRT approval.

6.4.3.7. Distribute a copy of CCDs to each using MQTP.

6.4.3.8. Distribute student instructional materials such as handouts in the same manner as CCDs. The using MQTP is responsible for reproducing these materials.

6.4.3.9. Distribute one copy of change to each using MQTP.

6.4.4. Using MQTPs participate in course development by gathering data, suggesting changes, and validating instruction as requested by the Prime. Using MQTPs may be tasked by the Prime to develop a course if they have a different model of an aircraft. Using MQTPs must use CCDs provided by Prime. Local tasks may be added as necessary; if so, send information copy to Prime.

6.4.5. The MQTP will have one NCOIC for each weapon system assigned. The NCOIC will:

6.4.5.1. Be assigned to the LTF and manage the MQTP.

6.4.5.2. Maintain an active interface with workcenter supervisors.

6.4.5.3. Ensure training programs are prioritized and implemented, based on unit requirements.

6.4.5.4. Ensure visual information production requests for training materials are prioritized and processed.

6.4.5.5. Ensure necessary supplies, tools, equipment, and personnel are available for scheduled classes.

6.4.5.6. Ensure aircraft and support equipment requirements are included in the LTF submission to the Plans, Scheduling, and Documentation Section.

6.4.5.7. Review CCDs.

6.4.5.8. Periodically observe classes for both student and instructor performance.

6.4.5.9. Participate in the selection of maintenance instructors.

6.4.5.10. Develop and maintain a folder for each assigned maintenance instructor, to include course qualifications and annual evaluations.

6.4.5.11. Ensure assigned maintenance instructors are evaluated according to this instruction

6.4.5.12. Attend the LTF monthly scheduling meeting.

6.4.5.13. Ensure a TO file is established and maintained according to TOs 00-5-1 and 00-5-2.

6.4.5.14. Ensure composite tool kits (if applicable) are maintained according to AMCI 21-101 and unit management procedures are followed to control equipment inventory, issue, and receipt.

6.4.6. Personnel attending a MQTP course are exempt from base and squadron details and weekend duty. Students are considered in curriculum from class start-to-stop dates.

6.4.7. All students completing MQTP training will complete an AMC Form 246, **Student Course Critique**.

6.5. Training Class Cancellation Policy. MQTP classes may be postponed during higher headquarters exercises at the discretion of the LG, if resources are needed to sustain the exercise. However, classes that have TDY students will not be postponed. When MQTP classes are postponed, students will report to their workcenter and instructors may be used to augment the production force.

6.6. Curriculum Development and Production Report.

6.6.1. Each MQTP will submit a curriculum development and production report to HQ AMC/LGQRT on a quarterly basis (i.e., the 20th of Jan, Apr, Jul, and Oct).

6.6.2. Reports will be submitted in the format described in **Attachment 7**. Blocks not applicable will be annotated with the abbreviation "N/A" (non-applicable). RCS: AMC-LGQ(Q)9401, *MQTP Production/Curriculum Development Report*, applies to this reporting requirement. This report is designated Emergency Status Code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during MINIMIZE.

6.7. Course Control Documents.

6.7.1. CCDs will be developed using the *AMC Style Guide* (contact HQ AMC/LGQRT for a copy).

6.7.2. HQ AMC/LGQRT will assign the course number.

6.7.3. CCD dates. Normally the plan of instruction (POI), course chart (CC), and course training standard (CTS) will have the same date unless changes are made to the POI that do not affect the others. The original date is given upon HQ AMC/LGQRT approval of CCDs.

6.7.4. The instructor's immediate supervisor will sign and date the personalized lesson plan before use.

6.7.5. Review and approval of CCDs are accomplished per paragraph **6.3.1.2.**

6.7.6. Management of Training Material:

6.7.6.1. Maintain a master copy of the CCDs, including the CC, CTS, POI, course background material (project plan, etc.), and initial and annual reviews. Course critiques will be maintained until ISR is completed.

6.7.6.2. Establish a master CCD inventory log to include the course title and course number, OPR, implementation date, and review dates.

6.8. Program Evaluation .

6.8.1. Course critiques will be administered for all courses. A supply of blank critique forms will be available. Areas identified as requiring improvement will be answered by the MQTP NCOIC.

6.8.2. The LTF/RTC will determine routing of completed critique forms.

6.8.3. Critiques will be reviewed and responded to as determined by the NCOIC and maintained on file until the next annual course review is completed.

Chapter 7

ENGINE-RUN CERTIFICATION PROGRAM

7.1. Command Standardized Engine-Run Program. The Prime LTF is the OPR and focal point for the management and development of the command standardized engine-run program, command standard test question bank development, and validating contractor programs and written tests for their respective weapon system. The Prime LTF will develop program procedures with approval of HQ AMC/LGQRT. All other LTFs will use these procedures to manage their engine-run training program. LSS commander will appoint an engine-run training program manager, preferably a maintainer with previous engine-run qualifications. Prime program managers will establish contacts at user aircraft locations, to include en route RTCs, for distribution of controlled test material. RTCs will establish contact with regional en routes for distribution of test and training material.

7.2. Logistics Training Flights:

7.2.1. LTFs will use engine-run procedures outlined in AFI 11-218/AMCSUP1, *Aircraft Operation and Movement on the Ground*, applicable technical data for type/model aircraft, and this instruction.

7.2.2. Qualifications will be valid for 12 months unless disqualified for cause. Establish local procedures if qualifications expire.

7.2.3. All maintenance personnel authorized to start and operate fixed-wing aircraft engines will be trained and certified to operate installed engines at all power settings. Aircraft engine motoring will be performed by qualified engine-run personnel only.

7.2.4. For all written testing, a score of 100 percent for emergency procedures is required. A minimum passing score of 90 percent, corrected to 100 percent, is established for normal operating procedures and limitations. Personnel must accomplish a practical engine-run evaluation, after successful completion of written test, prior to certification. The practical evaluation is rated on a go standard.

7.2.5. Maintenance personnel authorized to operate aircraft-installed engines will possess a propulsion or APG AFSC, be at least a senior airman with a 5-skill level or civilian equivalent, be authorized to clear "Red X" inspections for intakes and exhaust, and have a minimum of six months current experience on assigned aircraft. Hydraulic, electro/environmental, guidance and control, and communication/navigation AFSCs knowledgeable of aircraft systems may become run qualified when duties require (e.g., flying crew chief). AFRC personnel will have a minimum of 12 months current experience.

7.2.6. Authorized Trainers. Engine-run qualified maintenance personnel, AFETS, and contractor instructors are authorized to train maintenance personnel.

7.2.7. Engine-Run Certifying Officials. Certifying officials are restricted to fully qualified aircraft maintenance personnel master sergeant 7-level or above, or civilian equivalent, AFETS personnel, and designated pilots. If necessary, LG/CCs may waive rank to only the most qualified technical sergeant 7-level personnel. Prior to being authorized to perform as a certifying official, maintenance personnel will comply with the following:

7.2.7.1. Must be engine-run qualified per AFI 11-218/AMCSUP1 and this instruction for one year minimum on assigned type/model aircraft.

7.2.7.2. Individual must be recommended for SCR by immediate supervisor IAW AMCI 21-101.

7.2.8. Supervisors will ensure that all personnel selected for aircraft engine-run training, as a minimum, possess the knowledge, qualifications, and proficiency on the tasks listed below (do not schedule personnel being assigned to en route units who do not satisfy the prerequisites to receive engine-run training while TDY en route to PCS). Overseas units may return selected en route personnel to CONUS locations for initial engine-run qualification training, if necessary.

7.2.9. Engine-Run Prerequisites.

7.2.9.1. Qualified to operate applicable auxiliary power unit (APU)/ground turbine compressor(GTC)/air turbine motor (ATM).

7.2.9.2. Qualified in aircraft marshaling.

7.2.9.3. Completed egress training.

7.2.9.4. Familiar with flight deck switch and circuit breaker locations.

7.2.9.5. Engine pre-run training (initial run training only).

7.2.9.6. Qualified in right seat and ground operations per AFI 11-218/AMCSUP1.

7.2.9.7. Qualified in malfunction, detection, analysis, and recording subsystem (MADARS) operation (C-5 aircraft only). Prime LTFs will identify additional requirements if needed.

7.2.10. Engine Operations for Rotor-Wing Aircraft. Maintenance personnel are limited to motoring rotor-wing aircraft installed engines. User wings will establish a local OI for engine motoring qualification/certification requirements using applicable technical data and AFI 11-218/AMCSUP1 as a minimum.

7.2.10.1. Qualifications will be valid for 12 months unless disqualified for cause. An annual recertification is required for all qualified personnel.

7.2.10.2. Maintenance personnel authorized to motor rotor-wing engines must possess a propulsion or APG AFSC, be at least Senior Airman with a 5-skill level or civilian equivalent, and have a minimal of 6 months experience on unit's type/model aircraft.

7.2.10.3. Authorized Trainers. Motoring certified personnel, contractor trainers, and qualified aircrew members.

7.2.10.4. Certifying Officials. Certifying officials are restricted to rotor-wing aircraft motoring certified personnel possessing a 7-skill level or civilian equivalent and designated pilots.

7.3. Engine Pre-Run Training. Pre-run training is designed to prepare the trainee for successful completion of initial engine-run training. It will be conducted in the trainees workcenter through OJT. As a minimum, pre-run training should include:

7.3.1. An evaluation by immediate supervisor or production supervisor that determines whether prerequisites have been met and if individual possesses enough experience to become engine-run qualified.

7.3.2. Trainee will review and become familiar with engine-run procedures/limitations and emergency procedures (EP).

7.3.2.1. Prime LTFs may develop a hand-out that facilitates learning engine-run limitations and EPs.

7.3.3. A pre-test given by unit training composed of 25 questions on engine limitations and EP. A score of 100 percent on the EP portion and 90 percent, corrected to 100 percent, on normal procedures is required.

7.4. Initial Engine-Run Training Requirements.

7.4.1. The Prime LTF will establish the command standard engine-run training program that will consist of three-phases: Phase 1, Academic Instruction; Phase 2, Simulator/Cockpit Procedures Trainer (CPT) Power-On Practice; and Phase 3, Written and Practical Evaluations and Certification Using the Aircraft. ***NOTE:*** The written evaluation will be accomplished prior to the practical evaluation on aircraft.

7.4.2. MDSs that have Phases 1 and 2 taught under an engine-run training contract will use the contracted training. Prime LTFs will coordinate with contracted trainers to ensure course documents and tests are standardized and coordinated with all AMC users including HQ AMC/LGQRT.

7.4.3. MDSs that do not have contracted engine-run training will use the aircraft and the engine-run training syllabus provided by the Prime LTF to conduct training.

7.5. Annual Engine-Run Recertification.

7.5.1. Prime LTFs will establish procedures for annual recertification to include as a minimum:

7.5.1.1. Standardized minimum recertification procedures.

7.5.1.2. Engine-run qualified personnel and certifying officials will retest (written) and complete Phase 3 annually with a fully qualified certifying official, using the aircraft or CPT/simulator.

7.5.1.3. Individuals who fail the written test will be decertified and given an alternate test at a later date (to be determined by local procedures). Individuals failing the test a second time, or who fail Phase 3, must attend initial training.

7.5.1.4. Individuals that require engine-run certification after a PCS to the same weapons system must complete an initial evaluation prior to becoming run qualified at the gaining base.

7.6. Aircraft Auxiliary Power Unit/Gas Turbine Compressor/Air Turbine Motor Operation Training. Organizations conducting APU/GTC/ATM operation training will use the applicable multimedia training program for initial qualification. On those aircraft for which a multimedia training program is not available, the Prime LTF will develop a comprehensive examination to include systems operation and limitations, EP, fire-fighting procedures, and communications procedures. Trainees will be task trained and certified by immediate supervisor/trainer, and complete a written test before authorization to operate APU/GTC/ATM. Annual certification is required for aircraft APU/GTC/ATM operation (not required if individual maintains annual aircraft engine-run certification). A score of 100 percent for EP is required. Normal procedures and limitations require a minimum passing score of 90 percent, corrected to 100 percent

7.7. Engine and Auxiliary Power Unit Test Facility Operator Training.

7.7.1. The following minimum requirements must be met by personnel prior to authorization to start, operate, or test engines installed in field level test bed facilities.

7.7.1.1. Possess at least a 5-skill level in propulsion AFSC or a civilian equivalent.

7.7.1.2. Be thoroughly familiar with all applicable technical data for the facility and engine involved.

7.7.1.3. Be trained by a qualified test facility operator in starting and operating procedures for both the facility and engine, to include emergency shutdown and fire fighting.

7.7.1.4. Complete a written test covering the facility, engine system, and emergency procedures.

7.7.1.5. Complete an engine-run evaluation with designated test cell operator certifying official.

7.7.2. All personnel authorized to start and operate engines installed in test facilities will requalify annually on both the written test and practical evaluation. A score of 100 percent is established for EP. A minimum passing score of 90 percent, corrected to 100 percent, is established for normal operating procedures and limitations. Individuals who fail the test will be given the alternate test no sooner than 24 hours after initial failure.

7.8. Written Tests.

7.8.1. Prime LTFs will develop and maintain the command standard test bank (with coordination from user LTFs) for the applicable type/model aircraft and APU/GTC/ATM, and using LTF's should develop tests for the engine test facility systems. As a minimum it will consist of 80 normal operating procedure questions, and one question per bold-faced EP as identified in technical data. All other LTFs will develop their own local tests from the test bank. Each test will contain, as a minimum, 50 questions for normal operating procedures (25 minimal for APU/GTC/ATM tests), which require a minimum passing score of 90 percent, corrected to 100 percent. EP test will include all bold-faced EPs, and require a 100 percent passing score. Tests are closed book and must be controlled to prevent compromise. Normal operating procedure questions include limitations, responses to abnormal conditions, communications and precautions (warnings, cautions, notes). Normal operating procedure questions can be multiple choice or fill-in-the-blank (critical limitations). Bold-faced emergency questions will require written responses.

7.8.2. Test bank format will include the following: question number, question and possible answers, correct answer, specific reference (to include paragraph number), OPR (organization, office symbol, and DSN).

7.8.3. All bold face EPs will be included when developing the local tests. Upon completion of the command standard test bank, the Prime LTF will forward it to HQ AMC/LGQRT along with an AF Form 1768, signed by the OPR, for final approval. Once the test bank has been approved by HQ AMC/LGQRT, the AF Form 1768 will be returned to the Prime for reproduction and distribution.

7.8.4. Primes will accomplish an annual validation of the test bank to ensure questions are accurate and up to date. Results will be provided to applicable units and HQ AMC/LGQRT.

7.8.5. Revisions to instruction, manuals, technical data, administrative errors, or recommended changes will be reported to the Prime with rationale for changes, with a courtesy copy sent to HQ AMC/LGQRT. The Prime will evaluate the suggested change and reply in writing with rationale for agreement or disagreement, with a courtesy copy sent to HQ AMC/LGQRT. If agreed that a change is

required, the Prime will provide updates to HQ AMC/LGQRT within 30 days of receipt of recommended changes, and the new changes will be sent to all applicable systems users.

Chapter 8

FORMS PRESCRIBED

8.1. Forms Prescribed. AMC Form 246, **Student Course Critique**, AMC Form 247, **Supervisor Evaluation of MQTP Graduate(s)**, AMC Form 248, **Instructor Evaluation Checklist**.

JAMES L. LEMONS, Colonel, USAF
Deputy Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFJI 16-105, *Joint Security Assistance Training (JSAT) Regulation*

AFPD 21-1, *Managing Aerospace Equipment Maintenance*

AFIND 8, *Numerical Index of Specialized Education Training Publications*

AFI 11-219/AMCSUP1, *Aircraft Operation and Movement on the Ground*

AFI 21-110, *Engineering and Technical Services*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFCAT 36-2223, *USAF Formal Schools*

AFHAN 36-2235 V5, *Interactive Courseware (ICW) Design, Development, and Management Guide*

AMCI 21-101, *Maintenance Management Policy*

Abbreviations and Acronyms

AC—Alternating Current

ADF—Automatic Direction Finder

ADI—Attitude Direction Indicator

ADS—Air Delivery System

AETC—Air Education and Training Command

AF—Air Force (forms only)

AFCAT—Air Force Catalog

AFCS—Automatic Flight Control System

AFETS—Air Force Engineering and Technical Services

AFI—Air Force Instruction

AFIND—Air Force Index

AFIT—Air Force Institute of Technology

AFHAN—Air Force Handbook

AFJI—Air Force Joint Instruction

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

AFOSH STD—Air Force Occupation Safety and Health Standard

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AHRS—Altitude and Heading Reference System

ALDCS—Active List Distribution Control System

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMI—Airspeed/Mach/Angle of Attack Indicator

AMSG—Air Mobility Support Group

AMSS—Air Mobility Support Squadron

AMWC—Air Mobility Warfare Center

ANG—Air National Guard

A/P—AutoPilot

APG—Airplane General

APU—Auxiliary Power Unit

AR—Air Refueling

AT/SC—Auto Throttle/Speed Control

ATM—Air Turbine Motor

ATN—Air Technology Network

ATOC—Allied Tactical Operations Center

ATS—Automatic Throttle System

AU—Air University

AVVI—Altitude Vertical Velocity Indicator

BCU—Boom Control Unit

BDHI—Bearing-Distance-Heading Indicator

BITE—Built-In Test Equipment

BU—Battery Unit

CADC—Central Air Data Computer

CAMS—Core Automated Maintenance System

CARA—Computer Aided Requirements Analysis

CAST—Command Aircraft Systems Training

CBI—Computer Based Instruction

CBT—Computer-Based Training

CC—Course Chart

CCD—Course Control Document

CDC—Career Development Course

CDU—Control Display Unit

CERT—Certification

CETS—Contractor Engineering and Technical Services

CFETP—Career Field Education and Training Plan

CIC—Customer Identified Code

CMI—Computer Managed Instruction

CND—Could Not Duplicate

CONUS—Continental United States

CPT—Cockpit Procedures Trainer

CRAA—Contingency Readiness Alert Aircraft

CSIL—Customer Service Information Line

CSIP—Customer Service Information Process

CSS—Concurrent Servicing Supervisor

CSW—CONUS Support Wing

CTK—Composite Tool Kit

CTO—Consolidated Training Office

CTS—Course Training Standard

CUT—Cross Utilization Training

CVR—Cockpit Voice Recorder

CWR—Color Weather Radar

DCERT—Decertification

DEROS—Date Eligible to Return from Over Seas

DICU—Digital Interface Control Unit

DLC—Distance Learning Center

DME—Distance Measuring Equipment

DNC—Doppler Navigation Computer

DOPP—Dropped Object Prevention Program

DS—Defensive Systems

DSN—Defense Switched Network

ECA—Electronic Control Amplifier

EEC—Electronic Engine Control

ELF—Extremely Low Frequency

EGT—Exhaust Gas Temperature

EP—Emergency Procedures

ER—Exceptional Release

ESCU—Electronic Sequence Control Unit

ETS—Engineering and Technical Services

FCC—Flying Crew Chief

FEDS—Floatation Equipment Deployment System

FMC—Fuel Management Computer

FSAS—Fuel Savings Advisory System

GAAS—Go-Around Attitude System

GCU—Generator Control Unit

GOX—Gaseous Oxygen

GPS—Global Positioning System

GPWS—Ground Proximity Warning System

GT—Ground Trainer

GTC—Ground Turbine Compressor

HF—High Frequency

HQ—Headquarters

HSI—Horizontal Situation Indicator

HUD—Heads-Up Display

IAW—In Accordance With

ICW—Interactive Courseware

ICWTS—Interactive Courseware Training System

IDG—Integrated Drive Generator

IFF—Identification, Friend Or Foe

IFMP—Integrated Fuel Management Panel

II—Imagery Interpretation

ILS—Instrument Landing System

INS—Inertial Navigation System

INSP—Inspection

INU—Inertial Navigation Unit

IPI—In-Progress Inspection

ISD—Instructional Systems Design

ISR—Instructional Systems Review

ITT—Interactive Television Training

IVD—Interactive Video Disc

LRU—Line Replaceable Unit

JQS—Job Qualification Standard

LG—Logistics Group Commander

LOOT—Logistics Officer Orientation Training

LOX—Liquid Oxygen

LRC—Learning Resource Center

LSS—Logistic Support Squadron

LTF—Logistics Training Flight

MACC—Maintenance Aircraft Coordination Center

MADARS—Malfunction, Detection, Analysis, and Recording Subsystem

MAJCOM—Major Command

MC—Mission Computer

MDS—Mission Design Series

MEC—Main Engine Control

MFD—Multi-Function Display

MIS—Management Information System

MLG—Main Landing Gear

MOI(OI)—Operating Instruction

MQTP—Maintenance Qualification Training Program

MRT—Mission Ready Technician

MSU—Message Switching Unit

MTT—Mobile Training Team

MX—Maintenance

NAF—Numbered Air Force

NAV—Navigation

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer In Charge

NLG—Nose Landing Gear

NMC—Not Mission Capable

NRTS—Not Repairable This Station

NSP—Network Security Plan

NTL—Not Later Than

OI—Operating Instruction

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

PA—Primary Aircraft

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDS—Personnel Data System

PMEL—Precision Measurement Equipment Laboratory

POC—Point of Contact

POI—Plan of Instruction

PTM—Production Team Maintenance

QSAS—Quick Start Auxiliary System

RAD—Radio

RCS—Report Code Status

RGA—Rotation Go-Around

RMI—Radio Magnetic Indicator

RNLTD—Report Not Later Than Date

RON—Remain Over Night

R/T—Receiver Transmitter

RT—Radio Telephone

RTC—Regional Training Center

SC/EFC—Spoiler Control/Electronic Flap Computer

SCR—Special Certification Roster

SEI—Special Experience Identifier

SFDR—Standard Flight Data Recorder

SG—Study Guide

SKE—Station-Keeping Equipment

SLR—Side Locking Radar

SOLL—Special Operations Low Level

SPI—Surface Position Indicator

STS—Specialty Training Standard

TACAN—Tactical Air Navigation

TACC—Tanker Airlift Control Center

TAT—True Air Temperature

TC—Training Center

TD—Training Detachment (formerly Field Training Detachment [FTD]**)**

TDY—Temporary Duty Assignment

TIU—Tank Interface Unit

TO—Technical Order

TODO—Technical Order Distribution Office

TPLC—Test Program Logic Computer

TPR—Trained Personnel Requirements

TRSS—Training Support Squadron

TT—Technical Training

UHF—Ultra High Frequency

USAF—United States Air Force

UTA—Unit Training Assembly

UTE—Unit Test Equipment

UTO—Unit Training Office

VHF—Very High Frequency

VOR—VHF Omnidirectional Range

VTT—Video Teletraining

WCOL—Warfare Center Operations Division Logistics Branch

Attachment 2

RECURRING TRAINING REQUIREMENTS

NOTE: Local commanders should determine additional annual/recurring training requirements based on complexity and frequency of tasks performed.

Table A2.1. Recurring Training Requirements.

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFICATION	PRE-REQUISITES	FREQUENCY
Engine-run certifier	AFI 11-218 and **Chapter 7**	Complete Applicable Engine Run Phases	Certified by qualified engine-run certifier	**Chapter 7**	Annual
ETOPS (C-32 only)	AMCI 21-101, paragraph 8-17	Classroom	Supervisor's certification	Assigned to a C-32 unit	Annual
Engine-run	AFI 11-218 and **Chapter 7**	Complete Applicable Engine Run Phases	Certification by designated engine-run certifier	**Chapter 7**	Annual
Concurrent Servicing Supervisor (CSS Refueling)	TO 00-25-172, paragraphs 6-3 and 1-7	Hands-on/ OJT	Supervisor's certification	Refuel supervisor qualified	Annual
Concurrent Servicing Supervisor (CSS LOX/ GOX)	TO 00-25-172, paragraph 1-7	Hands-on/ OJT	Supervisor’s certification	LOX/GOX servicing qualified	Annual
Refuel/defuel supervisor (*see Note 1*)	TO 00-25-172, paragraph 4-8	Hands-on/ OJT	Supervisor's certification	Refuel/defuel team member/ panel operator qualified	Annual
Jacking supervisor (does not apply to C-130s)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	Qualified as jacking team member (KC-135 must be a SSgt or above)	Annual
C-17 integral jacking supervisor	Designated by AMC functional manager	Hands-on/ OJT	Supervisor’s certification	None	Annual

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFI-CATION	PRE-REQUISITES	FREQUENCY
Retraction supervisor (only applies C-9, C-5, KC-10, C-20, VC-25, and C-137)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	Retraction team member quali-fied, 7-level (C-5 only)	Annual
Aircraft tow-ing supervisor	Air Force Occupa-tion Safety and Health Standard (AFOSH STD) 127-100, Chapter 2, paragraph 2-2a	Test on local conditions	Written	Tow member, brake/panel operator, and marshaling qualified	Annual
Aircraft tow brake/panel operator	AFOSH STD 127-100, Chapter 2, paragraph 2-2a	Test on local conditions	Written	Tow member and marshaling qualified	Annual
Aircraft tow vehicle opera-tor	AFOSH STD 127-100, Chapter 2, paragraph 2-2a	Test on local conditions	Written	Tow vehicle and marshaling qualified	Annual
C-5 kneeling supervisor	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	Qualified kneeling team member	Annual
Cargo door/ ramp/visor operator (manual mode)(C-5, C-17, C-141 only)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	7-level (C-5/ C-141); 5-level (C-17)	Annual
Taxi aircraft (89 AW only)	AFI 11-218, para-graph 1-8; and AFI 11-218/ AMCSUP1, para-graph 1.9.1	Hands-on by certifying offi-cial	Certification by an instructor pilot	Supervisor recom-men-dation/LG approval	Annual
LOX servic-ing (only C-5, C-141, C-130 and C-17)	Designated by AMC functional manager.	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFI-CATION	PRE-REQUISITES	FREQUENCY
Squib handling, transporting, removal and replacement	Designated by AMC functional manager.	Hands-on/ OJT	Supervisor's certification	None	Annual
Flare/chaff loading (DS) (C-130, C-141, C-17, C-5)	IAW AMCI 21-101, Chapter 3, paragraph 3.17.4	Hands-on/ OJT	Load standard-ization crew	None	Annual
Flotation equipment deployment system (C-17)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	None	Annual
Landing gear retraction Position A (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	Jacking team member, all positions; 5-level (C-17), 7-level (C-141), SSgt or above (KC-135)	Annual
Landing gear retraction Position B (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	KC-135 and C-141 qualified as jacking team member and a 5-level	Annual
Center landing gear jacking, retraction or compression (KC-10)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	Qualified as retraction member	Annual
Landing gear simulated retraction position A (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	KC-135 only must be SSgt or above; C-141 must be a 7-level	Annual

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFI-CATION	PRE-REQUISITES	FREQUENCY
Landing gear simulated retraction position B (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	5-level (C-141 minimum)	Annual
APU/GTC/ ATM/ATM operator	**Chapter 7**	Hands-on/ OJT/test	Supervisor's certifi-cation	**Chapter 7**	Annual
Engine hot section boro-scope (C-17, KC-10)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Engine cold section boro-scope (C-17, KC-10)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Engine flex-ible boro-scope (C-17, KC-10)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Engine trim position	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Engine trim supervisor	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	Must be ABCD trim qualified	Annual
Fan trim bal-ance (C-17, KC-10, KC-135, C-5)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Engine fan stopper (C-5 only)	Designated by AMC functional manager	Hands-on/ OJT	Supervisors Certifi-cation	None	Annual

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFI-CATION	PRE-REQUISITES	FREQUENCY
Rapid defuel (KC-135 and KC-10)	TO 00-25-172, paragraph 7-15	Hands-on/ OJT	Supervisor's certifi-cation	KC-10 quali-fied to refuel and defuel, KC-135 refuel super-visor and engine-run team member qualified	Annual
Fuel tank and confined entry	AFOSHs 127-100 and 91-25	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
CPR training for fuels (2A6X4)	TO 1-1-3, Table 1-2; and para-graph 2.2.3.3	Hands-on/ OJT	Qualified CPR instructor	None	Annual
Fore flap installation (KC-135)	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certifi-cation	None	Annual
Flightline vehicle pro-ficiency	Applies to all per-sonnel that operate motor-driven vehi-cles/ equipment within 10 feet of aircraft (Message # 061615Z JUN 97)	Must have demonstrated proficiency in the last year	Supervisor’s certi-fication	Qualified to operate appli-cable vehicles	Annual
Aircraft cold weather oper-ating proce-dures training	Applies to all maintainers who perform preflight inspections on/off station (refer to weapon system TOs for cold weather operating procedures)	Hands-on/ OJT	Supervisor’s certi-fication	None	Annual
Marshaling	AFI 11-218	CBT/written test	Supervisor certifi-cation	None	Initial and within 30 days after PCSing to new assignment
Corrosion identification training (all 2AXXX)	Designated by AMC functional manager	View aircraft corrosion video (613030)	None	None	Annual

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFI-CATION	PRE-REQUISITES	FREQUENCY
Aircraft wash training	Designated by AMC functional manager	Read applic-able systems wash data and perti-nent sec-tion in TO 1-1-691	Supervisor certifi-cation	Assigned to wash section or participating in aircraft washes	Annual

NOTE: If a person is already concurrent servicing supervisor qualified, then refuel/defuel supervisor annual requirement is not required.

Attachment 3

G081 TRAINING SUBSYSTEM COURSE CODE REQUEST WORKSHEET

NOTES:

1. All requests must be coordinated through your LG.

2. Type all entries; continue narratives and justifications on a separate page if required.

Requester's Name:_____ **DSN Phone Number:**_____

Unit and Base:_____ **Base GO81 Code:**_____

Add a Course Code (*Fill in all entries*):

Suggested Prefix:_____ **Desired Course Code Number:**_____

Desired Title:_____

Course Length: **Hours:**____ **or Days:**____

Lockout Indicator:_____

Frequency:_____

Type Training:_____

Directives:_____

Prerequisites: 1._____ 2._____ 3._____ 4._____

5._____ 6._____ 7._____ 8._____

Narrative (*Who requires the training? How is it conducted? Description?*)**:**

CHANGE COURSE CODE INFORMATION (FILL IN ALL ENTRIES):

Old Course Code Prefix and Number:_____

Suggested Prefix:____ **Desired Course Code Number:**_____

Desired Title:_____

Course Length: **Hours:**____ **or Days:**____

Lockout Indicator:_____

Frequency:___

Type Training:____

Directives:_____

Prerequisites: 1._____ 2._____ 3._____ 4._____

5._____ 6._____ 7._____ 8._____

Narrative *(Who requires the training? How is it conducted? Description?)***:**

MERGE ONE COURSE CODE TO ANOTHER COURSE CODE (*FILL IN ALL ENTRIES***):**

The course code prefix and number you want to merge from: _____ _____
The course code prefix and number you want to merge to: _____ _____

DELETE A COURSE CODE (FILL IN ALL ENTRIES):
Course Code Prefix: _____ **Course Code Number: _____**
Justification:

Attachment 4

GROUND TRAINER UTILIZATION PLAN AND AFTER-ACTION REPORT

Table A4.1. Ground Trainer Utilization Plan and After-Action Report.

Base:	7	Aircraft Dates:	25-30 May 97					Mission #:	PBP453R3166
Unit:	627 AMSS							Tail #:	#50024
MDS:	3	MDS Status:	FMC					GT Control #:	97-22
Actual Arrival (date & time)			Departure (date & time)						

			UTILIZATION			AFTER-ACTION		ACADEMICS		
Date	Time (24 hr Start/ Stop)	Task	Approx. # Students	Approx. hrs Per Student	Approx. AC Time	Actual Students	Actual AC Time	Total AC Time	Academic Time	Total Class Time
Day One										
97/05/25	0600-0630	Egress	4	0.5	2	2	1	2	1	4
97/05/25	0600-0800	APU Operation	5	2	10		2.5	0	1	5
97/05/25	0630-1230	External Power application	9	4	36	9	3.75	33.75		0
97/05/25	1230-1400	Refuel	15	1.5	22.5	2	1.5	3		0
97/05/25	1400-1900	Tire Change	5	5	25	4	4	16	2	10
Day Two										
97/05/25	1900-2200	Towing	15	3	45	2	3	6		0
	0945-1010	Flare Load	6		0			0	2	12

Mission Support Training

97/05/25	2000-2100	ATOC Load Familiar-ization	25	1	25		2	0	2	50
97/05/25	2100-2200	Fire Depart-ment. Familiar-ization	30	1	30		1	0		0
97/05/25	2200-0400	Bomb Dog Training	5	6	30		6	0	0	0
								0		
								0		
Totals			**128**	**26**	**237.5**	**24**	**25.75**	**65.75**	**14**	**108**

Unit Test Equipment (UTE)/After-Action Comments:

1. Number of personnel TDY in support of this ground trainer aircraft (breakdown by Reserve, instructors, CSW instructors, other en route personnel).

2. Number of personnel TDY to attend training on this ground trainer aircraft.

3. Additional comments.

4. Special Configuration.

5. Did instruction start on time.

6) If no for question 5, what was the impact.

Attachment 5

PRODUCTION TEAM MAINTENANCE TASKS

A5.1. Technical order familiarization.

A5.2. Flightline safety/precautions/security.

A5.3. Introduction to aircraft/airframe familiarization/egress.

A5.4. Inspect/operate portable external electrical power unit.

A5.5. Inspect/use ground maintenance stands.

A5.6. Dropped Object Prevention Program (DOPP).

A5.7. Defensive Systems (DS) familiarization (on applicable aircraft).

A5.8. Statically ground aircraft, if applicable.

A5.9. Apply/disconnect external electrical power unit.

A5.10. Perform wing/tail walker duties.

A5.11. Perform jacking team member.

A5.12. Perform refuel/defuel team member duties.

A5.13. Open and close engine cowling.

A5.14. Remove/install aircraft maintenance access panels.

A5.15. Use aircraft interphone system.

A5.16. Perform aircraft marshaling procedures.

A5.17. Team communications.

Attachment 6

CROSS UTILIZATION TRAINING TASK LIST

HYDRAULICS

C-5 Hydraulic Cut Tasks:

1. Basic principles/inspection/operation power generator system.
2. Remove and replace engine dual filter pack.
3. Remove and replace air turbine motor hydraulic pump.
4. Remove and replace engine depress valves.
5. Remove and replace hydraulic suction line wiggins fitting.
6. Remove and replace engine-driven pumps.
7. Remove and replace flight control pressure switches.
8. Remove and replace cartridge valves.
9. Remove and replace hydraulic-driven suction boost pump.
10. Remove and replace engine pump pressure switches.
11. Remove and replace hydraulic manifold cartridge valves (e.g., power generation, landing gear, flight control, and cargo doors).
12. Remove and replace power generation line replaceable units (LRU)(e.g., check valves, filters, and pressure switches).
13. Remove and replace auxiliary power unit LRUs (e.g., check valves, restrictors, etc.).
14. Remove and replace LG hydraulic LRUs (e.g., fuses, flow regulators, banjo fittings, etc.).
15. Remove and replace hydraulic LRUs for nose landing gear (NLG)/MLG kneel system (e.g., flow regulators, control valves, etc.).
16. Remove and replace brake/anti-skid LRUs (e.g., fuses, swivels, hoses, etc.).
17. Remove and replace cargo doors and ramps hydraulic LRUs (e.g., fuses, check valves, blocking valves, etc.).

C-9 Hydraulic Cut Tasks:

1. Repair minor hydraulic leaks.
2. Remove and replace hydraulic tubing.
3. Remove and replace hydraulic hoses.
4. Remove and replace engine-driven hydraulic pump.
5. Remove and replace auxiliary hydraulic pump.
6. Remove and replace alternate gear hydraulic pump.
7. Service systems accumulators.
8. Remove and replace systems accumulators.

9. Service main landing gear struts.
10. Service nose landing gear strut.
11. Remove and replace wheel brake assemblies.
12. Remove and replace anti-skid control valves.
13. Remove and replace nose wheel steering swivels.
14. Remove and replace nose wheel steering actuators.
15. Remove and replace thrust reverser actuators.
16. Remove and replace forward upper cargo door swivels.
17. Remove and replace patient loading ramp swivels.

C-17 Hydraulic Cut Tasks:

1. Service hydraulic reservoir using primary method.
2. Bleed hydraulic reservoir.
3. Drain hydraulic reservoir.
4. Remove and replace aileron integrated flight control module.
5. Remove and replaceengine hydraulic pump.
6. Remove and replacefilter elements.
7. Remove and replacereservoir low quantity sensor assembly.
8. Remove and replace reservoir liquid quantity transducer.
9. Remove and replace temperature switches.
10. Remove and replace reservoir temperature.
11. Remove and replace filter manifold pressure switches.

C-141 Hydraulic Cut Tasks:

1. Basic principles/inspection/operation of power generator system.
2. Remove and replace #3 hydraulic system pumps.
3. Operate emergency generator.
4. Basic principles/operation of auxiliary power unit start system.
5. Remove and replace electric-driven suction boost pump.
6. Remove and replace engine-driven pump.
7. Basic principles/operation of primary flight controls.
8. Remove and replace primary flight control LRUs.
9. Basic principles/inspection/operation of secondary flight controls.
10. Remove and replace secondary flight control LRUs.
11. Basic principles/operation of landing gear systems.
12. Basic principles/operation of nose gear steering system.

13. Remove and replace landing gear LRUs (actuators/lines/valves).
14. Basic principles/operation of brake systems.
15. Remove and replace brake system LRUs.
16. Bleed brake system.
17. Basic principles/operation of cargo door operation.

KC-135 Hydraulic Cut Tasks:

1. Remove and replace accumulators.
2. Remove and replace boom sighting door actuator.
3. Remove and replace boom nozzle.
4. Remove and replace spoiler actuator.
5. Remove and replace spoiler swivel.
6. Remove and replace spoiler by-pass valve.
7. Remove and replace signal amplifier.
8. Remove and replace engine pump.
9. Remove and replace engine pump pressure switch.
10. Remove and replace auxiliary pump/motor.
11. Remove and replace auxiliary pump pressure switch.
12. Remove and replace copilot's instrument generator.
13. Identify leak limits on hydraulic components.

KC-10 Hydraulic Cut Tasks:

1. Remove and replace engine pumps.
2. Remove and replace engine pump filters.
3. Remove, replace, and ops check auxiliary pumps.
4. Remove, replace, and ops check hydraulic gauges.
5. Remove and replace signal coil.
6. Remove, replace, and ops check air eliminator filters.
7. Remove and replace nozzle.
8. Remove and replace air refueling (AR) fuel flow indicator.
9. Remove and replace AR fuel pressure indicators.
10. Remove and replace engine pump high pressure temperature switch.
11. Remove and replace boom control unit (BCU).
12. Remove, replace, and ops check reversible motor shutoff valve.
13. Remove and replace boom signal amplifier.
14. Pressurize/depressurize hydraulic systems.

15. Raise/lower boom.

C-130 Hydraulic Cut Tasks:

1. Remove and replace accumulators.
2. Remove and replace brake shuttle valve.
3. Bleed brake system.
4. Remove and replace engine hydraulic pump.
5. Remove and replace hydraulic line in horse collar.
6. Remove and replace engine hydraulic filters.
7. Remove and replace boost and auxiliary systems filters.
8. Remove and replace auxiliary hydraulic pump.
9. Remove and replace hydraulic pressure switch.

AVIONICS

C-5 Avionics Cut Tasks:

Guidance and Control:

1. Remove and replace trim/flap position indicators.
2. Remove and replace engine indicating systems indicators.
3. Remove and replace MADARS I system LRUs.
4. Remove and replace MADARS II system LRUs.
5. Remove and replace Inertial Navigation System (INS) LRUs.
6. Remove and replace Fuel Savings Advisory System (FSAS) LRUs.
7. Remove and replace Automatic Flight Control System (AFCS) pitch/roll PAC computers.
8. Remove and replace AFCS control panel.
9. Remove and replace flight director LRUs.
10. Remove and replace stallimeter computer and test panel.
11. Remove and replace altitude vertical velocity indicator (AVVI).
12. Remove and replace airspeed/mach/angle of attack indicator (AMI).
13. Remove and replace crosswind/caster computer.
14. Remove and replace Go-Around Attitude System (GAAS) computer.
15. Remove and replace Active List Distribution Control System (ALDCS) computer.
16. Remove and replace automatic throttle computer.
17. Remove and replace flight augmentation control panel.
18. Remove and replace pitch augmentation computer.
19. Remove and replace yaw/latitude augmentation computer.

20. Apply range markings.
21. Configure aircraft to FSAS or triple INS.
22. Configure aircraft INS for CRAA/Special Operations Low Level (SOLL) Imagery Interpretation (II).

Communications/Navigation:

1. Remove and replace bearing-distance-heading indicator (BDHI).
2. Remove and replace BDHI select panel.
3. Remove and replace navigation (NAV) select panel.
4. Remove and replace very high frequency (VHF) NAV receiver.
5. Remove and replace tactical air navigation (TACAN) control box.
6. Remove and replace TACAN receiver transmitter.
7. Remove and replace color weather radar (CWR) control box.
8. Remove and replace CWR indicator.
9. Remove and replace CWR receiver transmitter.
10. Remove and replace CWR dehydrator crystals.
11. Remove and replace interphone control box.
12. Remove and replace ultra high frequency (UHF) control box.
13. Remove and replace UHF receiver transmitter.
14. Remove and replace VHF control box.
15. Remove and replace VHF receiver transmitter.

C-9 Avionics Cut Tasks:

Guidance and Control:

1. Inspect/ops check the fight instrument/Pitot static system.
2. Remove and replace altimeter.
3. Remove and replace mach airspeed indicator.
4. Remove and replace inertial-lead vertical speed indicator.
5. Remove and replace air data computer.
6. Perform Pitot-static leak check.
7. Inspect/operationally check the AFCS.
8. Remove and replace auto pilot controller.
9. Remove and replace mode annunciator.
10. Remove and replace auto pilot indicator.
11. Remove and replace pitch/roll computer.
12. Remove and replace stability augmentation computer.

13. Inspect/operationally check the flight director system.
14. Remove and replace flight director indicator.
15. Remove and replace course indicator.
16. Remove and replace flight director control panel.
17. Remove and replace flight director pitch/roll computer.
18. Remove and replace rate-of-turn rack.
19. Remove and replace instrument amplifier.
20. Remove and replace vertical gyroscope.
21. Inspect/operationally check the flight data recorder system.
22. Remove and replace flight data recorder.
23. Remove and replace tape, magazine, and dehydrator cartridge.

Communications/Navigation:

1. Perform visual inspection of lightning diverter.
2. Remove and replace the lightning diverter.
3. Perform visual inspection of static dischargers.
4. Remove and replace the static dischargers.
5. Perform operational checks of the voice recorder system.
6. Perform visual inspections of the voice recorder system.
7. Remove and replace the LRUs from the voice recorder system.
8. Perform operational checks for the UHF communications system.
9. Perform visual inspections for the UHF communications system.
10. Remove and replace the LRUs from the UHF communications system.
11. Perform operational checks for the VHF communications system.
12. Perform visual inspections for the VHF communications system.
13. Remove and replace the LRUs from the VHF communications system.
14. Perform operational checks for the interphone system.
15. Perform visual inspections for the interphone system.
16. Remove and replace LRUs from the interphone system.
17. Perform operational checks for the VHF navigation system.
18. Perform visual inspections for the VHF navigation system.
19. Remove and replace LRUs from the VHF navigation system.
20. Perform operational checks for the distance measuring equipment (DME) system.
21. Perform visual inspections for the DME system.
22. Remove and replace LRUs from the DME system.
23. Perform operational checks for the marker beacon system.

24. Perform visual inspection of the marker beacon system.
25. Remove and replace the marker beacon system LRUs.
26. Perform operational checks for the passenger entertainment system.
27. Perform visual inspections for the passenger entertainment system.
28. Remove and replace LRUs from the passenger entertainment system.

C-17 Avionics Cut Tasks:

Guidance and Control:

1. Electronic flight control system minor rig.
2. Ops check flight control computer.
3. Remove and replace flight control computer.
4. Initialize flight control computer.
5. Ops check AFCS control panel.
6. Remove and Replace AFCS control panel.
7. Ops check ground proximity warning system (GPWS) control panel.
8. Remove and replace GPWS control panel.
9. Flight control system minor rig.
10. Ops check SCEFC.
11. R&RSCEFC.
12. Initialize SCEFC.
13. Extract data from standard flight data recorder (SFDR).
14. Remove and replace aids tape.
15. Ops check air data computer.
16. Remove and replace air data computer.
17. Ops check heads-up display (HUD) system.
18. Remove and replace HUD.
19. Remove and replace inertial reference unit emergency battery power supply.
20. Remove and replace mission computer (MC).
21. Ops check MC.

Communications/Navigation:

1. Remove and replace VHF system antenna logic converter.
2. Remove and replace VHF receiver transmitter.
3. Remove and replace UHF system receiver transmitter.
4. Remove and replace satellite communications receiver transmitter.
5. Ops check integrated radio management system built-in-test.

6. Remove and replace communications and navigation control panel.
7. Remove and replace communications control unit.
8. Remove and replace weather radar antenna.
9. Remove and replace weather radar interface unit.
10. Remove and replace weather radar receiver transmitter.
11. Remove and replace radar altimeter receiver transmitter.
12. Adjust radar altimeter receiver transmitter.
13. Remove and replace station-keeping equipment (SKE)directional antenna and pedestal assembly.
14. Remove and replace SKE coder-decoder.
15. Remove and replace SKE receiver transmitter.
16. Remove and replace SKE radio frequency switch.
17. Ops check identification, friend or foe (IFF) mode 4 system.
18. Remove and replace IFF system transponder.
19. Ops check global positioning system (GPS).
20. Remove and replace GPS receiver.
21. Repair GPS by changing batteries.

C-141 Avionics Cut Tasks:

Guidance and Control:

1. Remove and replace altitude and heading reference system (AHRS) ECA.
2. Remove and replace AHRS gyroscope.
3. Remove and replace yaw damper computer and controller.
4. Remove and replace AFCS coupler.
5. Remove and replace TPLC.
6. Remove and replace ATS computer.
7. Remove and replace vertical scale engine instruments.
8. Remove and replace tachometer generator.
9. Remove and replace temperature bulbs.
10. Remove and replace AVVI and AMI.
11. Perform ops check of flight director system.
12. Remove and replace flight director computer.
13. Remove and replace horizontal situation indicator (HSI) and attitude direction indicator (ADI).
14. Ops check GPWS system.
15. Remove and replace FPC-75 comparator.
16. Remove and replace INS CDU.
17. Remove and replace INS network security plan (NSP).

18. Remove and replace INS inertial navigation unit.
19. Remove and replace FSAS CDU.
20. Remove and replace FSAS computer.
21. Reconfigure INS/FSAS-FSAS/INS.
22. Remove and replace FSAS DICU.
23. Remove and replace AFCS computers (elevator, aileron, flare).

Communications/Navigation:

1. Remove and replace interphone U-94.
2. Remove and replace BDHI.
3. Remove and replace TACAN radio telephone (RT) and control box.
4. Remove and replace TACAN MX-9577 adapter.
5. Perform ops check of TACAN system.
6. Remove and replace IFF RT and control box.
7. Remove and replace IFF transponder test set.
8. Perform ops check of IFF system.
9. Remove and replace radar altimeter RT and indicator and retrofit mount.
10. Perform ops check of computer aided requirements analysis (CARA) radar altimeter.
11. Remove and replace CWR RT, indicator, and control box.
12. Perform ops check of CWR system.
13. Remove and replace ARC-164 UHF RT.
14. Perform ops check of UHF system.
15. Remove and replace ARC-186 VHF RT and control box and retrofit mount.
16. Perform ops check of VHF system.
17. Remove and replace ARC-190 high frequency (HF) RT and control box.
18. Perform ops check of ARC-190 HF system.
19. Remove and replace interphone control box.
20. Perform ops check of interphone system.
21. Remove and replace DFA-73 automatic direction finder (ADF) control box and receiver.
22. Perform ops check of ADF system.
23. Remove and replace BDHI select panel.

KC-135 Avionics Cut Tasks:

Guidance and Control:

1. Remove and replace fuel management computer (FMC).
2. Remove and replace integrated fuel management panel (IFMP).

3. Remove and replace INU.
4. Perform ops check of INS.
5. Remove and replace DNC.
6. Remove and replace junction box.
7. Remove and replace J-4 amplifier.
8. Remove and replace J-4 gyroscope.
9. Remove and replace N-1 amplifier.
10. Remove and replace N-1 gyroscope.
11. Perform ops check of compass systems (N-1, J-4).
12. Remove and replace sextant/sextant mount.
13. Align sextant mount.
14. Perform ops check of sextant.
15. Replace sextant desiccant.
16. Remove and replace digital automatic pilot (A/P) LRUs.
17. Remove and replace flight director rack mounted LRUs.
18. Remove and replace RGA control panel.
19. Remove and replace flight director gyroscopes.
20. Remove and replace ADI.
21. Remove and replace HSI.
22. Remove and replace engine instruments.
23. Remove and replace flap position indicator.
24. Perform flap indicators ops check.

Communications/Navigation:

1. Remove and replace radar RT.
2. Remove and replace radar antenna.
3. Remove and replace IFF RT, test set, and control box.
4. Perform ops check of IFF system.
5. Remove and replace interphone control box.
6. Perform ops check of interphone system.
7. Remove and replace yoke switches.
8. Repair U-94/U92 connectors.
9. Remove and replace UHF RT and control box.
10. Perform ops check of UHF system.
11. Remove and replace TACAN RT, MX adapter, and control box.
12. Remove and replace VHF omnidirectional range (VOR) receiver and control box.

13. Remove and replace glideslope receiver.
14. Remove and replace HF RT, and control box.
15. Remove and replace VHF RT, and control box.
16. Remove and replace altimeter indicators.

C-130 Avionics Cut Tasks:

Guidance and Control:

1. Guidance and Control rack mounted components and bezel/clamp mounted indicators.
2. Apply range marks.
3. Inspect and perform ops check of flight director system.
4. Remove and replace vertical gyroscopes.
5. Remove and replace MC-1 gyroscopes.
6. Inspect and perform ops checks of AFCS.
7. Remove and replace MA-4A amplifier.
8. Remove and replace engage panel.
9. Remove and replace AFCS gyroscope.
10. Remove and replace pedestal control.
11. Inspect and perform ops checks of compass system.
12. Remove and replace gyroscopes.
13. Remove and replace tack generator.
14. Remove and replace oil pressure transmitter.
15. Perform ops check of sextant.
16. Align sextant mount.

Communications/Navigation:

1. Remove and replace communications/navigation rack mounted components and bezel/clamp mounted indicators.
2. Disconnect/connect HF antenna.
3. Remove and replace underwater beacon battery.
4. Inspect and perform ops checks of TACAN system.
5. Remove and replace control box.
6. Inspect and perform ops checks of IFF system.
7. Inspect and perform ops checks of SKE system.
8. Inspect and perform ops checks of VOR/instrument landing system (ILS)/marker beacon system.
9. Inspect and perform ops checks of radio/radar altimeter system.
10. Inspect and perform ops checks of ADF system.

11. Inspect and perform ops checks of APN-59 radar system.
12. Remove and replace radar indicator.
13. Remove and replace R/T.
14. Inspect and perform ops checks of interphone system.
15. Inspect and perform ops checks of UHF radio system.
16. Remove and replace R/T.
17. Inspect and perform ops checks of VHF Radio system.
18. Remove and replace R/T.
19. Inspect and perform ops checks of HF radio system.

KC-10 Avionics Cut Tasks:

Guidance andControl:

1. Remove and replace pitch, roll, yaw, and auto pitch trim computers.
2. Remove and replace linear accelerometer unit.
3. Remove and replace pitch control, flight director control, and directional control panels.
4. Remove and replace flight mode annunciator.
5. Remove and replace yaw rate gyroscope.
6. Perform flight guidance built-in test equipment (BITE) checks.
7. Remove and replace auto-throttle AT/SC computer and AT/SC control panel.
8. Remove and replace SPI and flap/slat indicator.
9. Perform SPI ops check.
10. Remove and replace extremely low frequency (ELF) indicator and ELF/flap limit programmer.
11. Perform ELF ops check.
12. Remove and replace fuel quantity master, repeater, and totalizer indicators.
13. Perform central air data computer (CADC) self-test.
14. Remove and replace thrust rating computer and true air temperature (TAT)/thrust rating indicator.
15. Remove and replace Pitot static fight instruments (altimeter, vertical speed, mach airspeed, standby airspeed, and standby altimeter indicators).
16. Remove and replace HSI and ADI.
17. Remove and replace standby attitude indicator and standby compass.
18. Remove and replace navigation control panel.
19. Remove and replace fuel flow and fuel used indicators.
20. Remove and replace oil pressure, oil quantity, and oil temperature indicators.
21. Remove and replace N-1/N-2 indicator.
22. Remove and replace EGT indicator.
23. Remove and replace APU N-1, N-2, oil quantity, and EGT indicators.

24. Remove and replace hydraulic pressure, quantity, and temperature indicators.
25. Remove and replace brake temperature indicator.
26. Perform ops check of brake temperature system.
27. Remove and replace digital time indicator and digital time standard.
28. Perform ops check of clocks and time standard.
29. Remove and replace INS INU, CDU, message switching unit (MSU), and BU.

Communications/Navigation:

1. Remove and replace audio selector panel.
2. Remove and replace flight interphone amplifier.
3. Remove and replace #1 UHF transceiver and control panel.
4. Remove and replace UHF AN/ARC-171 system #2 transceiver and control panel.
5. Remove and replace HF transceiver and control panel.
6. Remove and replace HF coupler.
7. Remove and replace ILS receiver.
8. Remove and replace radio altimeter indicator and transceiver.
9. Remove and replace VOR receiver and control panel.
10. Remove and replace ADF receiver and control panel.
11. Remove and replace IFF transponder and control panel.
12. Remove and replace VHF transceiver and control panel.
13. Remove and replace TACAN RT and control panel.
14. Remove and replace radio magnetic indicator (RMI).
15. Remove and replace digital-to-analog adapter.
16. Remove and replace radar RT, indicator, and control panel.
17. Remove and replace RAD/INS switching unit.
18. Remove and replace TACAN/VOR/ILS switching unit.
19. Remove and replace primary aircraft (PA) amplifier and on switch/light.
20. Remove and replace cockpit voice recorder (CVR).
21. Remove and replace CVR microphone/control panel.
22. Remove and replace marker beacon system receiver.

PROPULSION

C-5 Propulsion Cut Tasks:

1. Remove and replace engine constant speed drive/generator (complete unit).
2. Remove and replace auxiliary power unit four speed box.

3. Remove and replace auxiliary power unit voltage regulator.
4. Remove and replace engine fuel shutoff actuator.
5. Remove and replace engine fuel flow transmitter.
6. Remove and replace engine anti-ice valve.
7. Remove and replace nacelle anti-ice valve.
8. Remove and replace engine temperature augmentation valve.
9. Remove and replace engine starter control valve.
10. Remove and replace engine starter assembly.

C-9 Propulsion Cut Tasks:

1. Remove and replace oil pressure switch.
2. Remove and replace oil pressure transmitter.
3. Remove and replace inlet fuel pressure switch.
4. Remove and replace fuel flow transmitter.
5. Remove and replace fuel heat valve.
6. Remove and replace engine start valve.

C-17 Propulsion Cut Tasks:

1. Remove and replace integrated drive generator.
2. Remove and replace APU generator filter element.
3. Remove and replace fuel pump filter.
4. Remove and replace electronic engine control (EEC).
5. Remove and replace ignitor plug.
6. Open/close fan thrust reverser duct assembly.
7. Lock fan and core thrust reverser for flight.
8. Remove and replace lubrication/scavenge oil pump main filter.
9. Engine lift trailer installation/removal.

C-141 Propulsion Cut Tasks:

1. Remove and replace constant speed drive assembly.
2. Remove and replace engine generator.
3. Check/reset constant speed drive disconnect.
4. Remove and replace constant speed drive pressure regulator.
5. Remove and replace engine oil quantity switch.
6. Remove and replace anti-icing valves.
7. Remove and replace anti-icing actuator.

8. Remove and replace fuel shutoff actuator.
9. Remove and replace fuel flow transmitter.
10. Remove and replace starter and starter control valve.
11. Remove and replace 6″ bleed valve actuator
12. Remove and replace 4 3/4″ bleed valve actuator.
13. Remove and replace exciter box.
14. Remove and replace forward and aft cowl doors and latches.
15. Remove/inspect/install engine oil plumbing.
16. Pin/unpin thrust reversers.
17. Remove and replace thrust reverser pump.

KC-135 Propulsion Cut Tasks:

1. Remove and replace starter assembly.
2. Remove and replace starter shutoff valve.
3. Remove and replace anti-ice valve.
4. Perform ops check of starter assembly.
5. Perform ops check of starter shutoff valve.
6. Perform ops check of anti-ice valve.
7. Perform MEC adjustment (specific gravity).
8. Perform chip detector and screens inspection and leak test.
9. QSAS inlet/exhaust doors shear pin replacement.
10. TF-33 thrust reversers lock out.
11. Remove and replace starter control cut-out box.
12. Remove and replace APU start fuel nozzle.

C-130 Propulsion Cut Tasks:

1. Remove and replace brush block.
2. Remove and replace oil temperature probes.
3. Remove and replace engine oil filters.
4. Remove and replace oil cooler flap actuators.
5. Remove and replace generator geneva lock.
6. Remove and replace engine starter.
7. Remove and replace engine starter control valve.
8. Remove and replace engine tailpipe.

KC-10 Propulsion Cut Tasks:

1. Remove and replace APU starter.
2. Remove and replace APU electronic control box.
3. Remove, replace, and lube first-stage fan blades.
4. Deactivate and lockout thrust reverser.
5. Remove and replace thrust reverser (deploy and stow switch).
6. Remove and replace APU load bleed valve.
7. Remove and replace load bleed valve.
8. Remove and replace APU surge valve.
9. Remove and replace engine pneumatic starter.
10. Remove and replace starter shutoff valve.
11. Perform ops check of engine ignition system.
12. Remove and replace engine fuel filter.
13. Remove and replace engine lube supply scavenge filter.
14. Remove and replace APU oil filter.
15. Remove and replace APU fuel filter.
16. Remove and replace engine forward and aft liner segments.

ELECTRO/ENVIRONMENTAL

C-5 Electro/Environmental Cut Tasks:

1. Use solderless connectors such as splices and terminals.
2. Use multimeters.
3. Remove, replace, and adjust detector/deflation valve assembly.
4. Remove and replace toggle switches.
5. Remove and replace main generator control unit and load controller.
6. Remove and replace bus protection panel/APU generator control unit.
7. Remove and replace annunciator light assembly and circuit cards.
8. Remove and replace smoke detector and amplifier.
9. Remove and replace engine/APU fire/overheat control box.
10. Remove and replace air conditioning bleed air cooling air temperature control box.
11. Remove and replace bleed air overheat elements.
12. Remove and replace common bleed air valves.
13. Remove and replace ATM motor.
14. Remove and replace bleed air ducting.
15. Remove and replace 8th stage air duct (“Y” duct).
16. Remove and replace engine/APU fire warning sensing elements.

C-17 Electro/Environmental Cut Tasks:

1. Remove and replace brake temporary sensor.
2. Remove and replace ADS controller.
3. Ops check ADS controller.
4. Remove and replace ramp emergency egress battery.
5. Remove and replace emergency battery.
6. Remove and replace annunciator dimming unit.
7. Remove and replace electro-luminescent navigational-formation light.
8. Remove and replace overheat detector sensing element of MFD system.
9. Remove and replace pylon over pressure shutoff valve.
10. Remove and replace flow control valve.
11. Remove and replace environmental control system controller.
12. Remove and replace coalescer bag on water separator.
13. Remove and replace avionics cooling fan.
14. Remove and replace cabin positive press and temperature relief valve.
15. Repack sidewall pass emergency oxygenmask.
16. Drain Obiggs system.
17. Remove and replace air compressor.
18. Operation of Obiggs.

C-141 Electro/Environmental Cut Tasks:

1. Use solderless connectors such as splices and terminals.
2. Use multimeters.
3. Remove and replace meters/indicators.
4. Perform ops check of anti-skid system.
5. Operate APU control system.
6. Remove and replace typical control box/sensors.
7. Remove and replace bleed air systems valves.
8. Operate/inspect cargo smoke detection.
9. Remove and replace control panels/boxes.
10. Operate/inspect windshield anti-ice, defogging system.
11. Operate/inspect continuous, pressure demand oxygen regulators.

KC-135 Electro/Environmental Cut Tasks:

1. Use solderless connectors such as splices and terminals.

2. Use multimeters.
3. Remove and replace generator control unit (GCU).
4. Remove and replace bus power control unit (BPCU) and bit check.
5. Remove and replace integrated drive generator (IDG).
6. Remove and replace IDG filters.
7. Remove and replace GCU (ops check).
8. Remove and replace BPCU (ops check).
9. Remove and replace electronic sequence control unit (ESCU)(ops check).
10. Remove and replace QSAS generator.
11. Remove and replace MK III anti skid transducer (ops check).
12. Remove and replace MK III anti skid control shield.
13. Remove and replace oxygen regulator.
14. Remove and replace ESCU.
15. Remove and replace QSAS generator and ops check.

C-130 Electro/Environmental Cut Tasks:

1. Pressurize aircraft (connect/disconnect).
2. Remove and replace engine generator.
3. Remove and replace load meters/frequency meters.
5. Remove and replace anti-skid control box.
6. Remove and replace ATM oil/air filters.
7. Remove and replace ice detectors.
8. Remove and replace generator control panels.
9. Remove and replace fire warning control box.
10. Remove and replace overheat detectors.
11. Remove and replace ATM generator.
12. Remove and replace side locking radar (SLR) current limiter.

KC-10 Electro/Environmental Cut Tasks:

1. Use solderless connectors such as splices and terminals.
2. Use multimeters.
3. Remove, replace, and ops check navigation light assembly.
4. Remove and replace pneumatic pressure controller sense lines.
5. Remove, replace, and ops check smoke detectors.
6. Remove, replace, and ops check emergency lighting batteries.
7. Perform lockout procedures of engine anti-ice control valve.

8. Remove and replace anti-skid control box.
9. Perform bit check of anti-skid system.
10. Remove and replace high pressure bleed valve sense lines.
11. Remove and replace generator control unit.
12. Remove, replace, and ops check anti-collision light power supply.
13. Remove and replace pneumatic controller.
14. Perform bit check of pneumatic controller.
15. Remove and replace bus control unit.
16. Remove and replace air conditioning pack flow indicator.
17. Remove and replace trim air valve position indicator.
18. Remove and replace air conditioning pack valve position indicator.
19. Remove, replace, and ops check master warning and caution controller.
20. Remove, replace, and ops check master caution auxiliary controller.
21. Remove and replace remote control circuit breaker.

C-9 Electro/Environmental Systems:

1. Identify electro/environmental safety practices.
2. Use wiring diagrams.
3. Use a multimeter.
4. Secure wiring.
5. Install solderless splices and terminals.
6. Inspect wiring.
7. Remove and reinstall electrical hardware to facilitate other maintenance.
8. Remove and replace air conditioning clamps.
9. Remove and replace air conditioning sensing lines.
10. Remove and replace alternating current (AC) generator.
11. Remove and replace 60 cycle AC converter.
12. Perform 400 cycle AC operational check.
13. Perform 60 cycle AC operational check.
14. Remove and replace air conditioning pressure regulator.
15. Perform air conditioning operational check.
16. Check for external air conditioning system leaks.
17. Pressurize aircraft.
18. Perform a fuselage pressurization leakage check.
19. Perform resistance checks on window electrical components.
20. Disconnect and reconnect window electrical components.

21. Remove and replace an anti-skid transducer.
22. Perform an operational check on the anti-skid transducer.
23. Remove and replace lower engine fire detection loop.
24. Perform fire detection operational check.
25. Remove and replace emergency light batteries.
26. Perform emergency light operational check.
27. Remove and replace refrigeration units.
28. Perform operational check on refrigeration units.
29. Remove and replace oven.
30. Perform operational check on oven.

Attachment 7

MAINTENANCE QUALIFICATION TRAINING PROGRAM QUARTERLY PRODUCTION/ CURRICULUM DEVELOPMENT AND INSTRUCTOR STATUS REPORT WORKSHEET

BASE **MDS:_____ DATE:_____**

COURSE:_____

Table A7.1. Production Status.

Phase	Times Taught	# Students Graduated	Backlog	Failures	Classes in Progress	Estimated # Students inbound	Remarks
I							
II							
III							
IV							
V							

Table A7.2. Curriculum Development Status.

Course	Development Status (In-Work, Validating)	CCD Date	ISR Date	Remarks

Table A7.3. Instructor Status.

Instructor Name	Rank	AFSC	Qual Date	# Classes Taught	Full/Part Time	Remarks

Attachment 8

IC 2000-1 TO AMCI 21-104 AIRCRAFT MAINTENANCE TRAINING

12 July 2000

SUMMARY OF REVISIONS

This interim change (IC) 00-1 implements the LTF and MQTP Instructor of the Year Award.

1.7. LTF of the Year Award. The LTF of the Year award is designed to recognize the "Best LTF in AMC". The inclusive dates for the award are 1 January – 31 December. Submission for the award is not mandatory; however, the efforts and accomplishments of the LTF personnel should not go unrecognized. The program is a two-phase process, so all LTFs will not have to submit all requirements initially required for this award. The first phase is designed for all LTFs to submit an AF Form 1206, **Nomination for Award,** to HQ AMC/LGQRT (NLT 31 January). The AF Form 1206 will be reviewed by a panel of four AMC/LG CMSgts and scored using a point system. Three nominees will be selected and notified by phone (NLT 15 February), followed with a message to all LTFs announcing the three nominees. The second phase is the selection of the "Best LTF in AMC" which is based on the three nomination packages. The three nominees will mail their nomination packages to HQ AMC/LGQRT (NLT 31 March), then reviewed by a panel of three AMC/LG division/branch chiefs (O-5) and above. The method of selection is also based on a point system. The winner will be announced via message, and presented a rotating trophy and a permanent plaque.

1.7.1. Phase one process:

1.7.1.1. All participating LTFs will mail/e-mail an AF Form 1206 (use both sides) and cover letter signed by the LG to HQ AMC/LGQRT NLT the 31st day of January. On the AF Form 1206, provide the information, single spaced, using the following headings:

1.7.1.1.1. Achievements.

1.7.1.1.2. Innovative Management Actions.

1.7.1.1.3. Quality of Service to the Wing.

1.7.1.1.4. Training Statistics, to include AMC/DP metrics, MQTP Production Report, and Distributed Training Report.

1.7.2. Phase two process:

1.7.2.1. If selected as one of the three nominees, provide HQ AMC/LGQRT with two copies of the nomination package NLT 31 March. The package will include, but is not limited to, the following information:

1.7.2.1.1. Cover page signed by the Wing Commander (this is the first page of the package)

1.7.2.1.2. Table of Contents

1.7.2.1.3. Opening Citation: The (LTF name) has distinguished itself by providing superior maintenance training support to the (unit name) during the period 1 Jan (year) through 31 Dec (year).

1.7.2.1.4. AF Form 1206 (same AF Form 1206 submitted in paragraph 1.7.1.1.)

1.7.2.1.5. LTF Mission

1.7.2.1.6. Key personnel assigned

1.7.2.1.7. Training accomplishments for the reporting period. Subjects that may be included, but not limited to, are conversions, activations, foreign military sales training, etc.

1.7.2.1.8. Innovative management actions. Unique actions taken within the unit to improve mission capability, work environment, and support to personnel. Items that may be included are self-help programs, awards/incentive programs, training programs, community projects, etc. Pictures may be included for those unique functions or improvements showing initiative.

1.7.2.1.9. Color photographs showing personnel, representations of outside/inside areas of all training facilities, and other information pertinent to support nomination.

1.7.2.1.10. Statistical data for the reporting period using a 12 month trend chart showing:

1.7.2.1.10.1. On-the-Job training (annual percentage, CDC pass rate by month, number in upgrade training by month).

1.7.2.1.10.2. LTF courses (number of courses taught, number of students graduated).

1.7.2.1.11. Closing Citation: The professionalism and commitment to excellence demonstrated by the dedicated personnel of the (LTF name) reflect great credit upon themselves, the (unit name), the Air Mobility Command, and the United States Air Force.

1.7.3. Previous year award winner must package and ship the trophy so it arrives at HQ AMC/LGQRT NLT 15 Mar. This enables LGQRT sufficient time to prepare the trophy for the next winner.

1.8. MQTP Instructor of the Year Award. The MQTP Instructor of the Year Award recognizes and encourages outstanding achievement and significant contributions by individual instructors. This program is open to maintenance instructors assigned to the LTF. The inclusive dates for the award is 1 January – 31 December. Submission is not mandatory; however, the efforts and contributions of the maintenance instructor force should not go unrecognized. Submit nominations, single-spaced on an AF Form 1206, **Nomination for Award**, to HQ AMC/LGQRT, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225-5038, NLT 15 February of each year.

1.8.1. Submit one side of AF Form 1206 and a cover letter signed by the LG commander. The AF Form 1206 will include the following categories in bullet format:

1.8.1.1. Significant Instructor Accomplishments.

1.8.1.2. Self Improvement Efforts.

1.8.1.3. Other Accomplishments.

1.8.1.4. Nomination packages will be reviewed by a HQ AMC/LGQRT board and scored using a point system. The winner will be announced by message to all AMC wings. The winner will be presented a personal AMC plaque.

1.8.2. The nomination should include the impact the nominee had on MQTP performance-based instruction and the serviced populace.